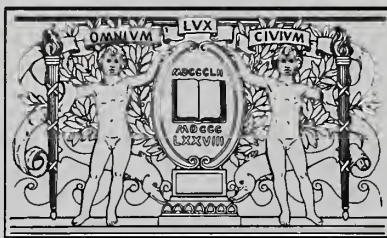


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A COMPETITION TO SELECT AN ARCHITECT FOR THE NEW

CITY HALL

IN THE GOVERNMENT CENTER OF THE CITY OF BOSTON

Mayor:

HONORABLE JOHN F. COLLINS

Government Center Commission:

ROBERT M. MORGAN

Chairman

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Vice Chairman

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Professional Adviser:

LAWRENCE B. ANDERSON, AIA

The decision of the Government Center Commission to select an architect for the new City Hall for the City of Boston, through a nation-wide competition, meets with my enthusiastic approval. This is a once-in-a-century event, and one in which I hope the top talents in the architectural field of the United States will compete.

In 1958 the Legislature of the Commonwealth of Massachusetts enacted legislation providing for the construction by the City of Boston of a new City Hall on a site to be conveyed to the City by the Boston Redevelopment Authority.

In order to carry out the Act the legislation also created a board known as the Government Center Commission, consisting of seven members who serve the City without compensation. Three members of the Commission ex officio are officers of municipal government: the Director of Administrative Services, the Chairman of the City Planning Board, and the Commissioner of Public Works. Three other members are appointed by the Mayor from candidates nominated by the Building Trades Council, the Associated General Contractors, and the Boston Society of Architects, respectively. The seventh member, who serves as Chairman of the Commission, is selected at large by the Mayor.

This Government Center Commission has the power and duty to acquire in the name and behalf of the City a suitable site and to contract for the preparation of the site and the planning and construction of the new City Hall. For the purposes enumerated in the Act the City may borrow up to twenty million dollars.

The primary motivating force behind the Commission's decision to run a national competition expresses the desire of the City to obtain the best possible design in terms of beauty, planning and harmony with the other buildings in Boston's new Government Center.

JOHN F. COLLINS
Mayor



Gov Doc
Plate only





The Government Center Commission of the City of Boston, with the approval of Mayor Collins, has voted to conduct an architectural competition, national in scope, looking towards the selection and employment of an architect or architects to perform the architectural services required for the development of the site and for the planning, construction and original equipping and furnishing of a new City Hall.

The competition is to be conducted under the code of the American Institute of Architects. Lawrence B. Anderson, Professor of Architecture at the Massachusetts Institute of Technology, has been appointed Professional Advisor to direct the conduct of the competition under the Commission's control and supervision.

Today, the Commission is setting in motion the first public steps of this competition by the issuance of this program. It feels certain that the architects of the country will respond to the challenge offered and produce outstanding designs from which a final choice can, in due course, be made by the distinguished jury of award, the membership of which is detailed in the program.

ROBERT M. MORGAN
Chairman



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LOWELL

TEWKSBURY

MIDDLETON

TOPSFIELD

HAMILTON

ESSEX

GROTON

WESTFORD

CHELMSFORD

N. READING

WENHAM

GLOUCESTER

MANCHESTER

ANDOVER

BEVERLY

BELERICA

WILMINGTON

READING

LYNNFIELD

PEABODY

SALEM

MARBLE HEAD

LITTLETON

CARLISLE

BURLINGTON

WAKEFIELD

LYNN

SCOTT

BOXBORO

ACTON

CONCORSO

BEDFORD

WOBURN

MELROSE

SAUGUS

LEXINGTON

WINCHESTER

MALDEN

STOW

MAYNAR

LINCOLN

ARLINGTON

MEDFORD

EVELETT

REVERE

NAHANT

HUOSON

SUDBURY

WALTHAM

BELMONT

SOMERVILLE

CHELSEA

WIN-

THROP

MARLBORO

WAYLAND

WESTON

WATERTOWN

CAMBRIDGE

NEWTON

BROOK-

LINE

BOSTON

SOUTHBORO

FRAMINGHAM

WELLESLEY

NATICK

NEEDHAM

HULL

ASHLAND

SHEPHERD

DOVER

WESTWOOD

DEOHAM

MILTON

QUINCY

HINGHAM

COHASSET

HOPKINTON

HOLLISTON

MILLIS

NORWOOD

CANTON

BRAINTREE

SCITUATE

SCITUATE

MILFORD

MEOWAY

WALPOLE

NORWOOD

RANDOLPH

WEYMOUTH

NORWELL

HOLBROOK

ROCKLAND

I PROGRAM

a. Geography.

At Massachusetts Bay the land only gradually meets the sea. Two Peninsulas, Winthrop on the north and Nantasket on the south, stretch toward each other to protect from the open sea the mixture of land and water that makes Boston Harbor. The very numerous small islands, peninsulas, and hills are drumlins left seemingly at random by the glaciers that retreated 10,000 years ago. Between the drumlins, land and sea are close to the same level and the action of tides, the silting brought by rivers, and the activity of man are constantly at work to modify the shore.

The harbor receives four rivers: the Charles, the Mystic, the Chelsea, and the Neponset. The first three terminate in broad estuaries, and the greatest of these is that formed by the Charles, dammed in 1910 to produce the Charles River Basin.

One cluster of hills, called Shawmut by the Indians, connected to the mainland by what was originally only a narrow neck, was well-placed to be selected in 1630 for settlement and to become the site where Boston grew. Almost surrounded by water, it was easily defensible against Indians and predatory animals coming from landward, while

it was in close contact with the deepest and most sheltered anchorages.

The fragmented character of the terrain of the region and the way settlement was organized combined to produce over the years a group of separate towns surrounding the bay. As population grew they ultimately coalesced to form the continuous urban agglomeration of Greater Boston, but they remain separate self-governing communities to this day.

b. Subsoil.

Massachusetts Bay was formed by a synclinal fold which pushed the underlying rock structure deep beneath the surface. Subsequently it became covered over by marine deposits and glacial wastes. These layers are not uniform in their arrangement. In the area between the Beacon Hill drumlin and the old port of Boston, subsoil conditions may change quite rapidly within a short distance.

Subsoil information on the City Hall site is inadequate, but until new borings can be made for the project it is necessary to use the best information available. The following hypothetical section is presented as an interpolation from actual borings at nearby sites. Elevations are given as positive or negative with respect to the Boston Base, which is 5.65 feet below mean sea level.

from El. +20 to El. +10: fill, wood pile, obstruction likely.

from El. +10 to El. + 5: organic silt.

from El. + 5 to El. - 5: stiff yellow clay.

from El. - 5 to El. -60: soft blue clay, probably diminishing in thickness toward the west.

from El. -60 to El. -90: dense sand, gravel, clay, boulders (glacial fill).

below El. -90 : bedrock, probably sound shale.

c. *Climate.*

The continental climate of the United States is tempered on the east coast by marine influences. Prevailing winds are from the west in winter and the southwest in summer. Most barometric lows, whether originating in Saskatchewan, Texas, or Cuba, pursue courses that take them over or near New England. Since these disturbances have counterclockwise wind patterns, onshore winds are not uncommon, and there is an alternation of warm and cold, wet and dry, cloudy and clear, that gives an impression of high variability. In fact, however, the New England coast has neither the extremes of temperature experienced inland nor the extremes of precipitation of the Gulf states.

The absolute annual range between normal January and normal July temperatures is less than that of the Great Plains, but greater than along the Gulf Coast and much greater than the Pacific Coast. Throughout the year the normal range between day and night is only about 15°, but since temperatures in January-February average about 30°, cycling between freezing and thawing occurs about 80 days in winter. In combination with high humidity, this cycling causes severe wear on building materials. One may expect every winter a minimum of about -10°, and the annual degree days for heating purposes total 6000. The average frost depth is about 30 inches, with an extreme depth of 60 inches.

The normal July average is about 72°, with an expected summer maximum of about 95°. Characteristic of any coastal region, these temperatures are more moderate than midsummer in the interior, but the relative humidity of between 65% and 80% makes Boston the July wet-bulb equivalent of Lubbock, Texas.

Boston, with only 55% of possible annual sunshine, is cloudier than any part of the United States except the western parts of Oregon and Washington and the Great

Lakes region plus Pennsylvania, New York, Vermont and Maine.

The abundant rainfall of New England is always in excess of evaporation. At Boston the annual precipitation totals 39 inches, and its distribution throughout the year is much more uniform than in the Pacific northwest. Normal annual snowfall is 50 inches, but this is highly variable since only a slight temperature difference determines whether a northeast storm will bring snowdrifts or a penetrating wind-blown rain. Rainstorms of excessive rate, tornados, hail, and thunderstorms that bring lightning damage, are not unknown in Boston but are comparatively rare. In recent years late summer hurricanes following the coast northward have struck repeatedly in the Boston area, sometimes inflicting heavy damage.

In summary, Boston is fairly continuously humid. High precipitation and moist air make climatic extremes more acutely uncomfortable, especially in winter. While there is great short-term variety in atmospheric conditions, the climate deviates relatively little from one year to the next.



Beacon Hill

CAMBRIDGE

BOSTON

INNER HARBOR

South Boston



d. Local Materials.

From the beginning of colonization the New England forests yielded great material wealth. Cutting the timber was also necessary to provide farmland for crops. One by-product of this traffic was the early development of skills in the use of wood for both ships and buildings. Their memory is still the pride of towns like Salem, and there remains in New England a predilection for the use of wood in many architectural details.

A description of Boston in 1663 speaks of buildings of "brick, stone, and lime," but it was only after fires in 1691 and 1711 that important buildings were built in brick in such a way as to survive to our day.

The Boston region was fortunate from the outset in its supply of clay for bricks. During the 19th century mechanical innovations in brick manufacture tended to modify the character of brick masonry, but in recent years there has been a tendency to revert to procedures that provide a material more like the hand-made product of the 18th century. Although the suitable clays are now much depleted these bricks are still an important ingredient of quality building. The color range of New England water-struck brick lies in dark, rich reds.

If the 18th century was for Boston an age of brick, the 19th was one of granite. Granite occurs through most of New England both as glacial boulders and as ledge rock. Rough fieldstone walls, built first by the farmers to clear their fields, have been exploited here by many architects including notably H. H. Richardson and Marcel Breuer. The hand dressing of such boulders produced one remarkable early example in King's Chapel. Beginning with the opening of the Quincy quarries in 1826 for the construction of the Bunker Hill Monument, the rich supply of high quality ledge was exploited at numerous sites, including

Chelmsford (still active), Rockport, Vinalhaven (Maine), and Barre (Vermont). Mechanization steadily increased output but ultimately stone masonry was overtaken by other building methods.

The marks of this industry will not soon be effaced. Cyclopean granite blocks are seen in old piers and sea walls along the entire coast. Paving blocks were produced and laid by the millions. Great rectangular slabs were used for paving, for steps, and platforms, and for base courses, supporting, for example, nearly every brick building on Beacon Hill. To this day granite is the material of choice for street and highway curbing.

At its apogee granite was considered the finest material for permanent and important buildings and its somber blockiness gives dignity to Quincy Market, the Custom House, and countless other structures.

e. History.

At first the Shawmut peninsula was very much smaller than it is now. The hills have been used to fill in the tidal flats and marshes. Dock Square, just north of Faneuil Hall, is where the first wharves were built in 1641, 2,000 feet east of the summit of Beacon Hill. The route from this Town Cove to Washington Street and southward along that street was the only land route from port to hinterland. It traversed the market place where the Old State House now stands. In the 17th century, State Street (then King Street) ended at about Broad Street, but in 1710 it was extended 1,500 feet into the harbor as Long Wharf, and along it were located the great warehouses of the overseas trade.

In 1713 the Old State House was built, replacing a wooden building dating from 1657 destroyed by fire. It has been remodeled more than once. To the south are other

buildings of the period: The Old Corner Bookstore (1711), the Old South Meeting House (1729), and King's Chapel (1754) designed by Peter Harrison and built of granite. Peter Faneuil, a wealthy Huguenot merchant gave to the Town in 1742 a new brick building 40 x 100 feet, the ground floor to be used for the market and the upper floor for town offices and a meeting hall. When in 1805 it became necessary to expand Faneuil Hall, Charles Bulfinch was appointed as architect. Keeping two walls of the old building, he doubled its width and added one story to its height. A substantial building by the standards of that time, it could easily be overwhelmed by the scale of construction today.

Bulfinch, who practiced in Boston from 1788 to 1818, had already in 1798 completed the central unit of the New State House, whose gold-leafed dome remains the important point of identification for the top of Beacon Hill.

In 1824, after James Madison had called Bulfinch to Washington for twelve years of work on the National Capitol, a great city planning opportunity arose on the Boston waterfront. Josiah Quincy, later president of Harvard, as mayor of Boston in 1823-29 enlarged the food market facilities by filling in the Town Dock and building the 555-foot long market house that bears his name, plus two parallel warehouses to north and south. These buildings created a powerful setting for Faneuil Hall. The architect was Alexander Parris, and he chose to use granite, then beginning to be quarried in abundance. The one-piece posts and lintels composing the façades have been hailed by H.-R. Hitchcock as precursors of the cast iron techniques of Bogardus and ultimately of the multistoried, multiwindowed commercial buildings of today.

Beacon Hill and its eastern peak, Pemberton Hill, were cut down to provide fill as Boston expanded over the flats. In the 1830's lots were sold on the new Pemberton Square,

a crescent-shaped plaza that was built up with brick houses like its surviving contemporary Louisburg Square further west. In 1880 this location was selected as site for the Suffolk County Courthouse; it was placed astride the axis of Ashburton Place, the street connecting the New State House with Pemberton Square and thus with Scollay Square and Court and Cornhill Streets down toward the harbor. To this building was added in 1937 a 23-story tower immediately to the north, to provide additional court facilities. The original brick houses on the crescent gave way to larger buildings, completely changing the character of the Square.

Just down the hill at School and Province Streets is today's City Hall, built in 1862-5 from designs by G. J. F. Bryant and Arthur Gilman. It is one of Boston's most interesting remnants of the style influenced by the Second Empire, but it is ill-suited for modern office use. It is still the headquarters of the Mayor and the Council, but most departments now are housed in the Annex, an eleven-story neo-classic slab added to the north in 1912. Following construction of City Hall in the Government Center, the Annex is expected to remain in use as a public building.

The prosperous period of the sixties, seventies, and eighties completed the invasion of business and left examples of architectural values such as the highly plastic Ames Building at 1 Court Street executed by H. H. Richardson's associates just after his death in 1886. By 1868 all of the docks had been pushed to the eastward of Atlantic Avenue, and a great warehouse district grew up west of the Avenue. But this part of the waterfront lost ground to the big piers in the outer harbor and gradually atrophied. Finally in 1954 the Fitzgerald Expressway effectively cut it off from the old heart of the city, fortunately sparing the Quincy Market complex where food selling still persists, but creating near it a major traffic hot spot where vehicles from the North Shore

and Logan Airport come out of the Sumner Tunnel and encounter the expressway ramps.

Scollay Square, an important nexus for both surface and subway traffic, has a long reputation as the place where inelegant transients come to enjoy themselves. The central shopping district and entertainment center of the expanded city have developed further to the southwest along Tremont and Washington Streets in closer relation to Boston Common. The Scollay Square – Dock Square district, and the areas between it and the North Station have suffered a long deterioration, and the accidents of history have left it with a disordered street system and small odd-shaped parcels of land.

All available land in this district was built upon by 1900; in our century there has been relatively little replacement and business activity has been declining. Redevelopment involving major street changes is now imperative not only to improve traffic movement but also to create land parcels of size and shape suitable for modern business operations.

f. The Government Center Project.

Although prosperity has passed it by, the historic central area preserves several advantages. It is highly accessible, both by auto and by public transportation via the three subway lines that traverse it. It is within walking distance of the central retail district along Washington Street and the central office and banking district between State Street and the South Station. Within the area or nearby lie the most historic buildings and sites of Boston, including several of national importance.

This area also retains the centers of government for City, County, and State, as well as many of the Federal agencies located in Boston. All of the facilities for government are in need of expansion or replacement, and this need motivates the redevelopment proposals.

The intention of the General Services Administration to build a large building to house the Federal agencies provided the impetus for efforts to coordinate all governmental facilities in a Government Center. Beginning in 1956 the Boston City Planning Board advocated Scollay Square-Dock Square as the location for new Federal and municipal elements of the Government Center, and drew up a proposal for a redevelopment project in 1958. In 1958-9 a group of consultants prepared for the City Planning Board a detailed study of this Project, including proposals for major traffic adjustment and for private development sites. Meanwhile the legislature had created the Boston Redevelopment Authority, which in 1960 was expanded to include the functions and personnel of the Boston City Planning Board. In 1961 this expanded agency under a comprehensive program for the renewal of Boston's blighted areas engaged new consultants to study the entire Downtown North, including the Government Center Project, and to prepare instruments to facilitate execution of the Project under urban renewal loans and grants.

These successive studies have crystallized a firm solution to a complex urban design problem, one element of which is a completely reorganized setting for City Hall. This setting, shown on the 1/100" scale plan in the back cover pocket, is on the west side of Dock Square. The main features of the redevelopment plan will now be summarized under the applicable headings.

The Redevelopment Authority and its staff have worked cooperatively with the Government Center Commission in evolving a plan which can best meet the requirements of the new City Hall. Although subject to both change and refinement and to the legal requirements of public hearings and Federal, State, and local approvals, the renewal planning process is far advanced and the Authority has approved the sections of this Program which deal with the Government Center Project (Paragraphs f. through m.). Competitors will be advised whenever more information can be made available about the renewal plans, particularly as it relates to any changes in Paragraphs f. through m. of the Program.

g. Street System.

The existing street pattern provides too many streets, most of which are too narrow for automobile traffic, and intersection conditions are random.

The Artery and the Tunnels introduce new flows that must be accommodated by revising the old pattern of local streets.

This revised street system will provide a network of major surface arterials. North - south traffic will be carried on four such corridors:

1. *Cambridge-Tremont.* Cambridge Street is the principal approach from Cambridge via the Longfellow Bridge to downtown Boston. It supplies traffic to the north end of Tremont Street and drains the one-way exit from Court Street. It connects with the one-way

pair, Chardon-Sudbury, which supplies the Artery and the Tunnels. It is the only surface arterial that participates visually in the new public open space of Government Center.

2. *New Congress Street.* This route will channel traffic on Washington-Devonshire-Congress south of the Project to connect with Chardon-Sudbury, and by liaison with Merrimac Street to the West End Project, Storrow Drive, and via the Charles River Dam, the McGrath Highway leading northward out of the city.

3. *Street beneath Central Artery.* This will connect to Washington Street North which leads directly to Charlestown.

4. *Commercial Street-Atlantic Avenue.* Outside the Project boundary, this route will be the main access to areas east of the Artery and will also carry some through traffic on a by-pass route.

The Central Artery will carry about 100,000 cars per day, the Tunnels, 60,000, and each of the four aforementioned arterials about 20,000 cars per day.



East-west traffic at Government Center will be carried by two principal routes:

5. *Chardon-Sudbury One-way Pair.* These are the feeders from Government Center to the Artery and the Tunnels and will perform a similar function for other parts of the downtown area, replacing the channels that now pour through Haymarket Square and Dock Square.

6. *State-Court.* These are old streets that cannot at this time be widened and therefore their volume will be less than that of the other arterials.

An important consideration in the design of these arterials has been the wish to eliminate heavy traffic in the proximity of Faneuil Hall and to create a pedestrian realm in the open spaces where important new and old public buildings confront each other.

An old city, Boston has in modern times been severely limited by the capacity of its street systems. The traffic policy for the Government Center Project involves improving circulation and storage without permitting full and unrestricted access by auto as this would bring excessive vehicle loads on the streets, conflicts between pedestrians and vehicles, and impossible storage problems. The Project provides for a garage between Chardon and Sudbury Streets with a capacity of up to 2,000 cars, located so that access to it will not bring traffic through the area, and so that it may be combined with an existing subway station and possibly a bus terminal as well.

h. Public Transportation.

It is estimated that 50,000 persons a day will come to Government Center. More of them will come by public transportation than can be accommodated in private cars by the street and parking system.

The Metropolitan Transit Authority operates a subway system that connects with numerous surface routes to serve

the metropolitan area. Three of these subway routes traverse the Project area and with some modifications will serve Government Center at four stations.

1. The *Washington Street Subway* runs north-south between Forest Hills and Everett. It has a station (Milk-State) south of the Old State House and one at Friend-Union near Haymarket Square. It runs deeply beneath the City Hall site on the old alignment of Washington Street, its roof at approximately El.-20.

2. The *East Boston Tunnel* comes under the harbor from Maverick to terminate at Bowdoin near the intersection of Chardon with Cambridge Street. It connects at State with the Washington Street Subway and at Scollay Square with the Tremont Street Subway.

3. The *Tremont Street Subway* serves Brookline and the Back Bay, connects with the Cambridge-Ashmont line at the important station of Park Street, and proceeds northward through Scollay Square. Here it splits so that northbound cars go under Cornhill to Adams Square and turn north over the Washington Street Subway to Haymarket Square, while southbound cars go from Haymarket to Scollay under Hanover Street. This line continues northward past the North Station to Lechmere Square across the Charles River.

In order to provide increased capacity it will be necessary to rebuild the platforms at Scollay Square, and in line with surface features of the Project it is proposed to relocate the northbound track, abandoning the Adams Square Station, to provide a more direct route from Scollay to Haymarket, also incorporating a new double loop permitting runs to terminate from either direction under the new civic open space.

The Tremont Street Subway runs near the surface of existing streets and basements are not possible within easement area.



i. Conservation and Rehabilitation.

The Old State House and Faneuil Hall-Quincy Market, as national shrines, have been well cared for and it is expected that area renewal will stimulate their more intensive public use. They lie outside the Project area, but are an inseparable part of the design ensemble. Freedom Trail, connecting these points with others, will traverse the south-east corner of the Project.

Also outside the Project boundary but necessary to the understanding of the whole is a small cluster of old streets and buildings immediately north of Faneuil Hall, where are to be found two pre-Revolutionary buildings: the Union Oyster House and the Hancock House, as well as Cheney's Drug Store and the Boston Stone. More than any other spot this group reflects the street pattern of 18th century Boston. It will be preserved.

Within the Redevelopment Project the future of the Sears Building remains in doubt as this Program goes to press. The Sears Crescent, whose mid-19th century front with brownstone lintels and sills forms the curved south side of Cornhill west of the Veterans' Administration Building, terminates in a granite structure, also bearing the Sears name, at the corner of Cornhill and Tremont. Either the Sears group will be completely rehabilitated to standards established by the Boston Redevelopment Authority but without modification of facade character, or it will be replaced by new buildings of similar scale and height on the same building lines.

j. New Private Development.

The new alignment of Cambridge-Tremont and the west boundary of the civic open space will be defined by a curved building or buildings some 800 feet in length on Parcels 12a and 12b. The principal use will be for business and professional offices and financial institutions, with permitted accessory uses for retail service stores, restaurants, cafes, night clubs, exhibition facilities, and parking. It must have an arcaded pedestrian way along Cambridge-Tremont Streets. Centered on the Old County Courthouse must be a public pedestrian stairway from Pemberton Square to Cambridge-Tremont.

New Congress Street will have on its eastern side a long curved building on Parcel 7. Its permitted use is as a motel, motor inn, or motor hotel to provide not less than 300 nor more than 400 rooms. There will be a pedestrian arcade all along the New Congress Street frontage and general retail is permitted here. Its economic relation to the old street lying immediately to the east is expected to be close. Parking one car per room will be required.

It is proposed to give definition to the south side of Dock Square by another horizontal building or buildings

totalling approximately 475 feet in length on Parcel 8b continuing the line of the South Market Street buildings, crossing over New Congress Street and defining the northernmost gap of Washington Street at its terminus with Cornhill. The permitted use is for office purposes, with general retail permitted at El. 34.0 and El. 19.0, possibly also arcaded at these levels.

Against the north side of the Ames Building, on Parcel 9b, will be an addition to the Ames Building to cover its yellow brick party wall. Information has, however, recently come to light about structural deficiencies in the Ames Building which will require further studies on the economic feasibility of its rehabilitation. Competitors will be advised when a determination has been made about the future of the Ames Building.

At the southwest corner of Cornhill-Washington, on Parcel 9a, will be a new office building. If it is decided to demolish the Sears Block, the new building on Parcel 11 will be for office and retail use.

These private developments must be built to the height ranges shown in this tabulation:

<i>Parcels</i>	<i>above Boston Base</i>	<i>above El. 34.0</i>
12a, 12b	109'-134'	75'-100'
7	94'-104'	60'- 70'
8b	94'-104'	60'- 70'
9b	approx. 200'	approx. 166'
9a, 10, 11	94'-104'	60'- 70'

k. Public Office Structures.

The State and County facilities are somewhat peripheral to the new developments. The Commonwealth, having long ago outgrown the substantial additions to Bulfinch's 1798 building, created in 1958 an agency to erect a State Office Building and fixed the site of this structure northeast of the

State House. Its proposed location and shape are shown in the Site Plan. An additional proposed group of buildings for state agencies lies within the Project boundary north of Cambridge Street.

There are no plans for changes in the Suffolk County facilities at Pemberton Square, though ultimately at least the older of the two units will have to be replaced.

The most important governmental neighbor of City Hall will be the Federal Office Building, on a site north of the new public open space and just south of the new alignment of Sudbury Street. Its architects have been appointed and they have furnished information about the proposed building as shown on the Site Plan. The double-slab tower at the west will be built to El. 440, the horizontal building extending eastward, to El. 114. The gross floor area will be about 1,000,000 square feet. Office floors will be 13 feet floor-to-floor. Vehicular access will be from Sudbury Street. Competitors will be advised whenever more information can be made available about the design of this building.

l. City Hall Site.

For the City Hall itself, Parcel 6a, a number of controls and restrictions apply, and these are requirements of this program. The floor area ratio (gross building area to land area) is not to exceed eight. No part of the building may exceed El. 164.0, (130 feet above the plaza level) and the bulk of the envelope must not be lower than El. 134.0, (100 feet above the plaza). As in the case of all other buildings in Government Center, it is intended that allowable heights include cooling towers, elevator penthouses, water tanks and other appurtenances which must be enclosed within the building structure. In this connection it is well to note that the roof of City Hall will be below the windows of neighboring taller buildings and it is important that it be sightly.

THE AMES BUILDING AND THE
OLD STATE HOUSE FROM
COURT STREET
FAY FOTO SERVICE INC.

The east façade of City Hall must form an effective visual closure to Dock Square, and the south façade must play a similar role for the termination of Washington Street.

Vehicular access is allowed only from New Congress Street and must not be within 300 feet of the corner of New Sudbury Street nor within 300 feet of the corner of State Street. No surface parking is permitted, and all enclosed parking must be below El. 34.0.

The public open space partially surrounding City Hall site, Parcel 6b, contains easements for M.T.A. tunnels and a pedestrian way (Old Cornhill Subway). The area enclosed by dotted lines immediately south of Parcel 6a may be used for City Hall purposes as a basement below El. 34.0. The ground elevations shown on the Site Plan must be retained, and the portion of New Congress Street traversing Dock Square must be covered, with pedestrian connection between the two levels passing over the vehicular way. The details of the eastern edge of the open space may, however, be modified to fit the competitor's requirements.

The competitor is asked to propose a surface treatment for the entire public open space dominated by City Hall. In doing this he should bear in mind that the Boston Redevelopment Authority intends to restore the floor of Dock Square to its original granite block paving.



m. Civic Design.

The Boston Redevelopment Authority and its consultants believe that the Government Center is an urban renewal Project requiring extensive and detailed regulations and controls. There are several reasons for this concern. Because it is the seat of government, it should reflect the highest aspirations of the people served. As a plan where the future mingles dramatically with the historic the Project must fulfill the future's needs in a way that does honor to the past.

Since the Project is expected to regenerate extensively a declining central business district, there is need for functional and aesthetic standards that will set a high mark for future developments to emulate.

The competitor may take the surrounding site conditions as fixed, though they will probably not come into being until after City Hall is under way.

The plan for Government Center has been steadily developed toward producing for City Hall the key position in the overall composition, because here will be housed the governmental functions of most direct significance to the people of Boston. The plan is drawn so that City Hall sits astride Washington Street at what is now called Adams Square. It will thus form the northern terminus to the street that originally was the only one leading from harbor to mainland, and that now leads to the heart of the retail core. City Hall is also on the east-west line running from the top of Beacon Hill to the center of the old harbor.

In close-up this site is in immediate visual relationship with the two most important historic monuments — the Old State House and Faneuil Hall. The sites for new private development here have been proposed in such a way as to control and define the two open spaces formed between City Hall and these buildings.

The charm of the Old State House lies in its intimacy of scale nestled in the great bulk of surrounding buildings, and this quality must not be diluted by too large a space. Faneuil Hall is backed up by the Quincy Market and in this direction the architect of City Hall will have the honor of expanding upon a theme of urban design laid out long ago by Bulfinch and Parris.

In order to intensify the quality of these spaces and to enhance them as settings for significant buildings the traffic has been arranged so as to leave the spaces themselves almost entirely for pedestrians. Service access to new buildings will generally be concealed.

There is also an important economic motivation for placing City Hall as intimately as possible in contact with existing activity at the southern boundary. Here Government Center touches the existing administrative and financial center of State Street and the northern limit of intense retail business of Washington Street. A major objective of Government Center is to stimulate regeneration of the declining central business district. The end of Washington Street will become a great pedestrian gateway to the existing center of commerce bringing beneficial effects through the creation of intensive new land uses. The new building proposed for the south side of Dock Square to overcome the ragged existing character of this edge, will not inhibit pedestrian movement through Dock Square to the restaurants and shops of the market district. A considerable flow of workers in the business center will go to the parking garage and bus terminal at New Congress and Sudbury and also to the North Station for commuting trains. This traffic should be provided for on both sides of New Congress Street.

Pedestrian traffic into Government Center will also be heavy from Tremont Street, and the retail business along Cambridge-Tremont and Cornhill will give life to the large public open space.

Toward the west, City Hall will face the promontory of Beacon Hill and its rich historical connotations. Although Bulfinch's golden dome will not be visible from the public open space there should remain an active thread of pedestrian communication from Dock Square along Cornhill and up through Pemberton Square to the top.

A most delicate problem in architectural harmony is involved in the relation of City Hall to its larger sibling, the Federal Office Building, immediately to the north. The main relationships of position and mass are defined in the Site Plan, but consistency in scale will have to be developed in stages.

City Hall will be clearly visible from the Central Artery and it will be dramatically revealed to the motorist coming into Government Center along Cambridge Street from the west or from the Logan Airport.

In every direction City Hall will have an important and different relationship to its surroundings. Great care should be given to the shaping of the spaces between City Hall and other buildings. The treatment of the floor of these exterior spaces, and the arrangement of architectural and landscape elements therein, are basic to the design of City Hall and to full realization of the civic design intention embodied in the Boston Redevelopment Authority's proposal for the Government Center. The competitor should illustrate as fully as possible his recommendations for the detailed treatment of these public open spaces.

FANEUIL HALL, SEARS CRESCENT,
CUSTOM HOUSE TOWER, AMES
BUILDING AND OLD STATE HOUSE
FROM PEMBERTON SQUARE
FAY FOTO SERVICE INC.



n. Boston Municipal Government.

Late in the 19th century the area of the City of Boston grew by the absorption of Brighton, Charlestown, Roxbury, West Roxbury, and Dorchester. Hyde Park joined in 1911, but this was the last addition. Brookline, close to the center, remains independent, and the shape of Boston proper is a gerrymander of 43 square miles. Boston, plus three communities to the north — Chelsea, Revere, and Winthrop — form the whole of Suffolk County, whose functions, principally judicial, are supported by Boston taxes, and whose commissioners are the Mayor and Councillors of Boston.

Under a charter that has been in effect only about ten years the citizens of Boston elect a School Committee, a Mayor, and nine Councillors-at-large. The School Committee is relatively autonomous and within certain limits controls its own budget. The Governor of the Commonwealth appoints the Boston Finance Commission, the Police Commissioner, and the Licensing Board.

The City Council acts as legislative body and is served by the Clerk of Committees and the City Messenger. The remaining departments of municipal government are administrative, and their heads generally report directly to the Mayor.

The following agencies of the City are not included in this Program for the City Hall: School Committee, Police Department, Welfare Department, Hospital Department, Library, and Fire Department.

o. Space Requirements Report.

The Commission has employed consultants who have studied the space needs of the City government in detail. The information in this Program is abstracted from their report dated August 24, 1959, and some of their charts are

reproduced directly. The consultants' study is based on the following procedures:

1. The study of previous reports and pertinent documents.
2. Interviews with key personnel.
3. Surveys of present occupancy.
4. Personnel changes expected by 1964.
5. Adoption of standards to assure equal and adequate space for personnel with comparable responsibilities.
6. Separate study of special use areas.
7. A circulation factor of 20% *within* the departmental areas, as distinguished from the specific use areas.
8. Study of the adjacency relationship desired between the departments.
9. Study of the relative volume of public visitor traffic to the several departments and report on the nature and purpose of such traffic.
10. Centralization of facilities usable in common by several departments whenever practicable.
11. Provision for a 5% growth factor to be shown as unassigned space.

p. Internal Planning Considerations.

The departments of municipal government are grouped in three categories:

Symbolic Importance

Administrative Departments with Heavy Public Traffic

Other Administrative Departments

A fourth category, *General Spaces*, will include commonly used facilities.

Symbolically, the City Council and the Mayor are in a class by themselves in that they are elected to office, but the Council as legislative and the Mayor as executive do not have a close functional connection. They should keep their separate identities, just as in our national government the Capitol is separated from the White House.

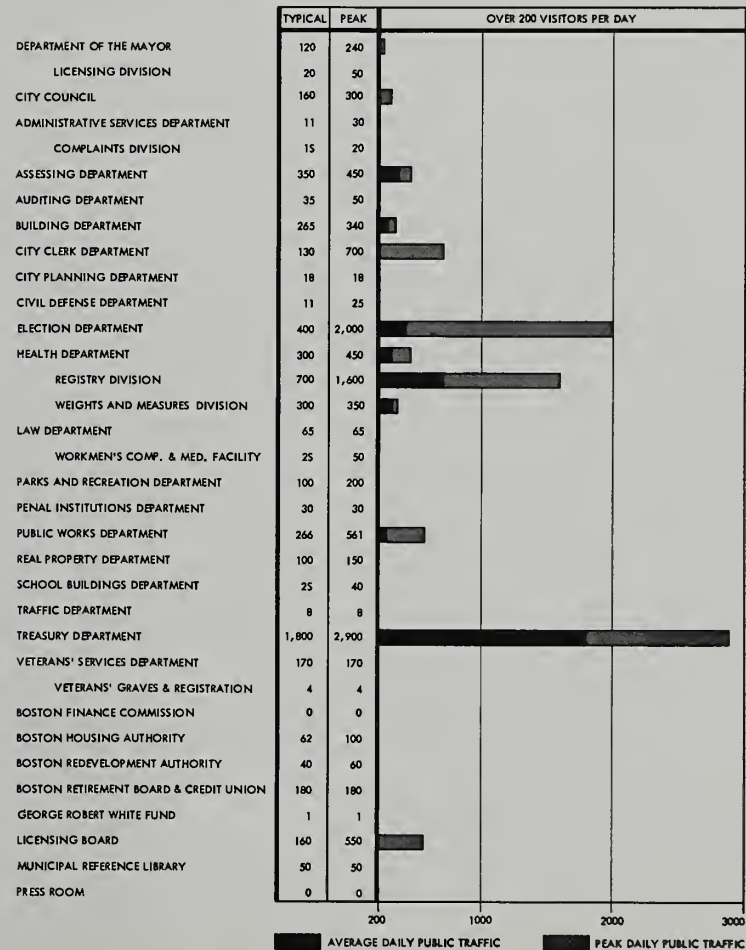
These elected officials determine policy and represent this policy to the electorate. About them revolve whatever traditional and ceremonial usages give symbolic importance to their powers. Important visitors from outside the City would be received in the areas occupied by the Council and the Mayor, and the tourist would expect to find here the most sumptuously-fitted spaces. Consequently both the access to and the inner character of these areas should be in some way more distinguished than would be true of the other departments, though the actual number of visitors is very small.

While the City Council does not have close relations with departments and requires no adjacency to them, the Mayor's relationship to the heads of all the administrative departments is very direct and he should not be so placed as to be inaccessible to them.

The consultants recommended that those departments dealing mainly with the public or generating a large volume of public traffic be placed in a "Heaviest Traffic Area." They further recommended that certain other departments having visitor traffic be divided so that visitor contact for routine business could be with representatives of the department stationed within the Heaviest Traffic Area. By placing the Heaviest Traffic Area on one or more levels near the street, with escalator connections between levels, public access would be facilitated, while the remainder of the building, having very little public circulation, need have only such elevator service as would in any case be required for move-

ment of personnel. A complete summary of the distribution of public visitor traffic to all the departments is shown in the consultants' chart here reproduced.

PUBLIC VISITOR TRAFFIC
ALL DEPARTMENTS



The most desirable grouping of the administrative departments in the building cannot be rationalized entirely on the basis of public traffic. The need for adjacency because of functional cooperation is also an important factor, sometimes in conflict with public traffic criteria. These needed connections between departments tend to make close neighbors out of departments having different visitor loads, e.g., *Treasury* and *Auditing*. Conversely, location by visitor traffic may separate departments that would like to be together, e.g., *Health* and *Registry*.

Adjacency needs may be studied in detail in the consultants' chart which shows three degrees of relationship as visualized by the departments themselves.

q. *Tabulation of Space Requirements.*

In the following tabulation the area listed opposite each department is, as accurately as it may now be determined, the area in square feet required for that department. (The department may also have space assigned to it as part of Public Contact Office Space or of General Spaces). The area includes private and general office space, auxiliary space, and a 20% circulation factor, but does not include thickness of outside walls, general circulation, stairs, elevators, escalators, toilets, lobbies, porticos, or mechanical equipment spaces.

A. *Symbolic Importance*

1. City Council	13,871
2. Municipal Reference Library	7,078
3. Mayor	8,089
Total for Symbolic Importance	<u>29,038</u>

B. *Administrative Departments with Heavy Public Traffic*

4. Treasury	15,256
5. Auditing	7,472
6. Boston Retirement Board and Credit Union	3,978
7. Assessing	13,932
8. Election	7,478
9. Registry	4,554
10. Weights and Measures	1,338
11. Licensing Board	5,248
12. Licensing Division (Dept. of Mayor)	1,021
13. Complaints (Administrative Services Department)	818
14. Public Contact Office Space	
Building Department	907
City Clerk	605
Health	454
Parks and Recreation	302
Public Works	907
Unassigned	<u>302</u>
	<u>3,477</u>

Total for Administrative Departments with Heavy Public Traffic 64,572

C. *Other Administrative Departments*

15. City Clerk	3,699
16. Administrative Services	9,093
17. Law	11,102
18. Health	18,036
19. Building	18,849
20. Public Works	41,304
21. Traffic	4,172

DESIRED DEPARTMENTAL ADJACENCIES

- ESSENTIAL
- PRIMARY
- SECONDARY

REQUESTING DEPARTMENTS

DEPARTMENT OF THE MAYOR

LICENSING DIVISION

CITY COUNCIL

ADMINISTRATIVE SERVICES DEPARTMENT

COMPLAINTS DIVISION

ASSESSING DEPARTMENT

AUDITING DEPARTMENT

BUILDING DEPARTMENT

CITY CLERK DEPARTMENT

CITY PLANNING DEPARTMENT

CIVIL DEFENSE DEPARTMENT

ELECTION DEPARTMENT

HEALTH DEPARTMENT

REGISTRY DIVISION

WEIGHTS AND MEASURES DIVISION

LAW DEPARTMENT

WORKMEN'S COMP. & MED. FACILITY

PARKS AND RECREATION DEPARTMENT

PENAL INSTITUTIONS DEPARTMENT

PUBLIC WORKS DEPARTMENT

REAL PROPERTY DEPARTMENT

SCHOOL BUILDINGS DEPARTMENT

TRAFFIC DEPARTMENT

TREASURY DEPARTMENT

VETERANS' SERVICES DEPARTMENT

VETERANS' GRAVES & REGISTRATION

BOSTON FINANCE COMMISSION

BOSTON HOUSING AUTHORITY

BOSTON REDEVELOPMENT AUTHORITY

BOSTON RETIREMENT BOARD & CREDIT UNION

GEORGE ROBERT WHITE FUND

LICENSING BOARD

MUNICIPAL REFERENCE LIBRARY

PRESS ROOM

REQUESTING DEPARTMENTS	DEPARTMENT OF THE MAYOR	LICENSING DIVISION	CITY COUNCIL	ADMINISTRATIVE SERVICES DEPARTMENT	COMPLAINTS DIVISION	ASSESSING DEPARTMENT	AUDITING DEPARTMENT	BUILDING DEPARTMENT	CITY CLERK DEPARTMENT	CITY PLANNING DEPARTMENT	CIVIL DEFENSE DEPARTMENT	ELECTION DEPARTMENT	HEALTH DEPARTMENT	REGISTRY DIVISION	WEIGHTS AND MEASURES DIVISION	LAW DEPARTMENT	WORKMEN'S COMP. & MED. FACILITY	PARKS AND RECREATION DEPARTMENT	PENAL INSTITUTIONS DEPARTMENT	PUBLIC WORKS DEPARTMENT	REAL PROPERTY DEPARTMENT	SCHOOL BUILDINGS DEPARTMENT	TRAFFIC DEPARTMENT	TREASURY DEPARTMENT	VETERANS' SERVICES DEPARTMENT	VETERANS' GRAVES & REGISTRATION	BOSTON FINANCE COMMISSION	BOSTON HOUSING AUTHORITY	BOSTON REDEVELOPMENT AUTHORITY	BOSTON RETIREMENT BOARD & CREDIT UNION	GEORGE ROBERT WHITE FUND	LICENSING BOARD	MUNICIPAL REFERENCE LIBRARY	PRESS ROOM	PUBLIC			
LICENSING DIVISION			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>																													
CITY COUNCIL	<input type="checkbox"/>																																					
ADMINISTRATIVE SERVICES DEPARTMENT	<input checked="" type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>																														
COMPLAINTS DIVISION																																						
ASSESSING DEPARTMENT									<input checked="" type="checkbox"/>																													
AUDITING DEPARTMENT																																						
BUILDING DEPARTMENT	<input type="checkbox"/>																																					
CITY CLERK DEPARTMENT	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>																													
CITY PLANNING DEPARTMENT	<input checked="" type="checkbox"/>		<input type="checkbox"/>																																			
CIVIL DEFENSE DEPARTMENT																																						
ELECTION DEPARTMENT																																						
HEALTH DEPARTMENT																																						
REGISTRY DIVISION																																						
WEIGHTS AND MEASURES DIVISION																																						
LAW DEPARTMENT	<input checked="" type="checkbox"/>																																					
WORKMEN'S COMP. & MED. FACILITY																																						
PARKS AND RECREATION DEPARTMENT																																						
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GEORGE ROBERT WHITE FUND																																						
LICENSING BOARD																																						
MUNICIPAL REFERENCE LIBRARY																																						
PRESS ROOM																																						

22. Boston Redevelopment Authority	15,747
23. Boston Housing Authority	8,953
24. Parks and Recreation	6,914
25. Real Property	4,997
26. School Buildings	11,006
27. Veterans' Services	8,836
28. Civil Defense	2,298
29. Workmen's Compensation and Medical Facility	2,610
30. Penal Institutions	2,070
31. Boston Finance Commission	2,212
32. George Robert White Fund	553

Total for Other Administrative Departments	172,451
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D. *General Spaces*

33. Unassigned and Expansion	19,573
34. Shared Conference Rooms	3,250
35. Press Room	518
36. Central Mail and Communication	2,194
37. Central Office Supply	1,536
38. Typewriter Repair Room	499
39. Inactive Files and Storage	28,434
40. Electronic Data Processing	8,180
41. Traffic Control Panel	1,200
42. Loading and Receiving	2,400
43. Vehicle Parking	8,125
44. Custodial	4,440
Total for General Spaces	80,349

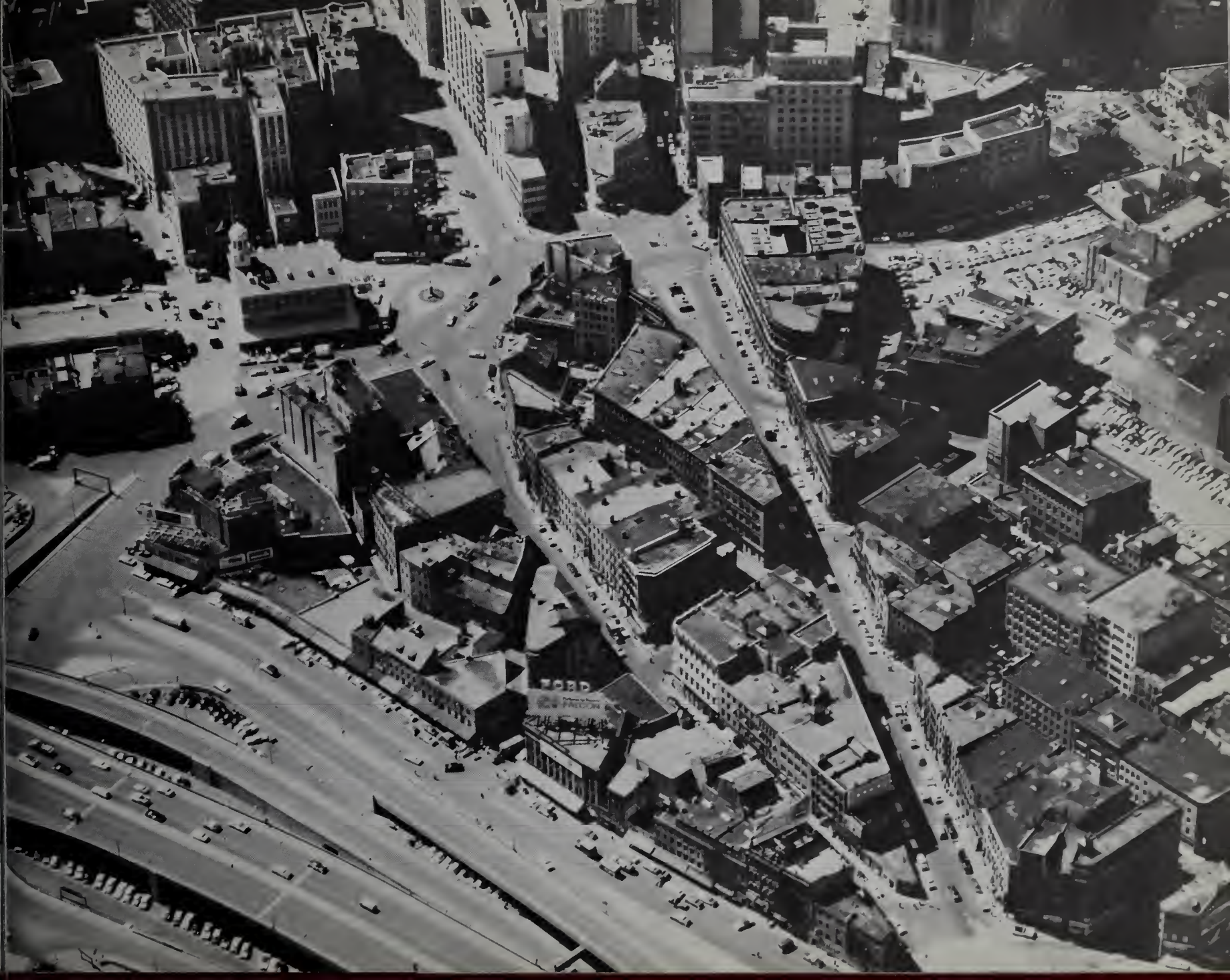
Grand Total Required Spaces	346,410
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r. *Description of General Spaces.*

Some of the General Spaces require descriptive comment. Under *Unassigned and Expansion* it is intended to provide a growth factor and in addition to make available offices that can be used from time to time by temporary committees, outside organizations, and auditors. Since it will not be possible to have on all floors a perfect correspondence between space available and required departmental space, it is proper to decentralize the Unassigned and Expansion space as required to adjust these differences. Some 15 conference rooms have been assigned within the departments and are included in department totals. In addition to these it is proposed to provide under *Shared Conference Rooms* two rooms at 360 square feet each, one at 504 square feet, and one at 1485 square feet, plus a circulation allowance.

The *Press Room* is provided for the convenience of reporters representing the seven major Boston newspapers. No City employees are involved. One room, 518 square feet, is required.

The consultants recommend that incoming *Mail* be brought to a Primary Station at the top of the building



where after sorting it may be distributed by drop chutes via Secondary Stations on intermediate floors. Chutes would also connect to another Primary Station on a lower floor to handle outgoing mail. Such a system is most desirably associated with the service core of the building. Assigned area includes allowance for two Primary and two Secondary Stations plus a room for the central telephone switchboard.

Central Office Supply and Inactive Files and Storage are proposed consolidations of facilities that are now scattered among the departments. The same is true of *Electronic Data Processing*. Here the advantages of consolidation include eventual functional integration and the restriction of special power, air-conditioning and floor-loading requirements to a specific area. The *Traffic Control Panel* is also special equipment, though it is under the jurisdiction of the Traffic Department.

Loading and Receiving is meant to accommodate 5 panel trucks and *Vehicle Parking* is for 25 official cars. In connection with these two items it will be remembered that vehicular access is permitted only from New Congress Street, and that no vehicles may be parked or stored except below El. 34.0. *Custodial* includes an office for the superintendent, a materials and supply room, and locker space for custodial staff. Cleaning closets are considered to be part of the building core, and are not included in the tabulated requirements.

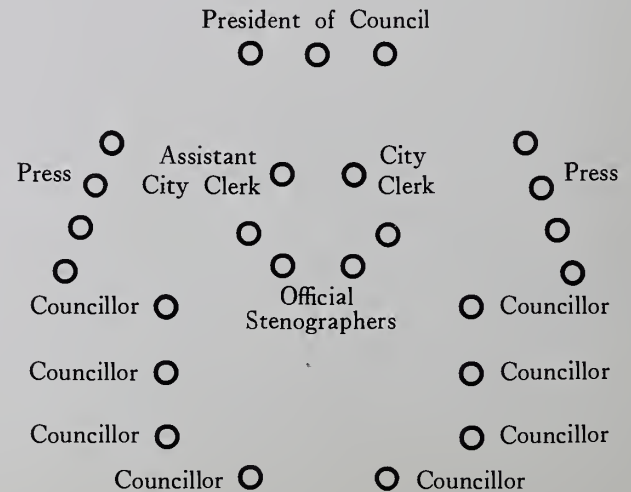
s. *Detailed Space Requirements.*

The numbered items in the Tabulation of Space Requirements must all be located and identified in the competitor's drawings, and most of them may be shown only as unsubdivided areas. For certain of the departments, however, a more detailed treatment is required and for this purpose additional information is given below. In determining departmental area requirements the consultants adopted standards for individual work spaces that are summarized

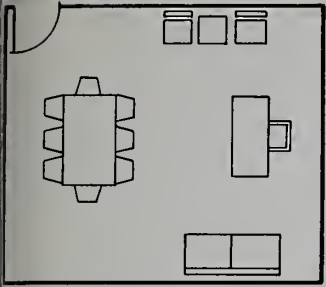
in the accompanying diagrams. The dimensions shown in the diagrams need not be adopted literally; they are intended to illustrate how a range of sizes can be provided through the use of modular increments.

The *City Council* is the legislative body of Boston. In addition to the Councillors, facilities are included for the City Messenger and the Clerk of Committees, appointed by the City Council. Since previous to the present charter there were 22 members of the Council, a specific expansion space is provided here to allow for possible future change. Typical visitor traffic is 160, peak 300 daily. The public gallery in the Council Chamber should seat 200 persons. There should be special seats for the press at meetings of the Council. Thought should be given to the sorting of the various kinds of circulation to prevent conflict and to enhance the dignity of meetings.

The present arrangement of participants on the floor of the Chamber is according to this diagram:

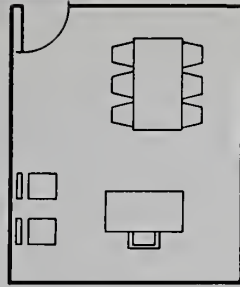


378 SQ. FT.
PER PERSON



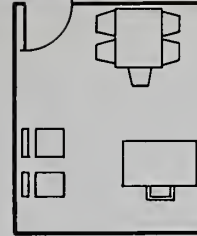
DEPARTMENT HEAD
18' x 21'

270 SQ. FT.
PER PERSON



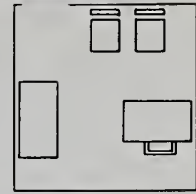
DEPUTY DEPARTMENT HEAD
15' x 18'

180 SQ. FT.
PER PERSON



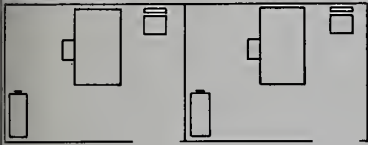
DIVISION HEAD
12' x 15'

144 SQ. FT.
PER PERSON



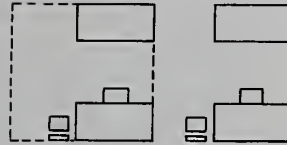
DEPUTY DIVISION HEAD
12' x 12'
PARTIAL PARTITION

108 SQ. FT.
PER PERSON



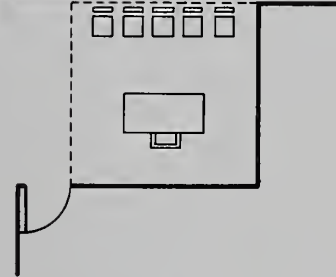
SUPERVISORY
9' x 12'
PARTIAL PARTITION

81 SQ. FT.
PER PERSON



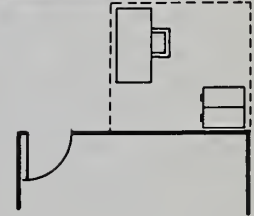
SUPERVISORY
9' x 9'

144 SQ. FT.
PER PERSON



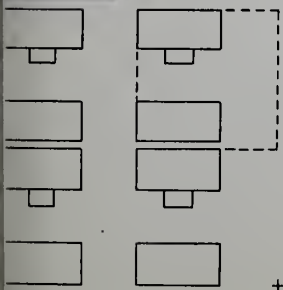
EXECUTIVE SECRETARIAL
12' x 12'

72 SQ. FT.
PER PERSON



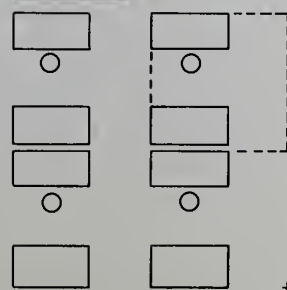
SECRETARIAL
8' x 9'

81 SQ. FT.
PER PERSON



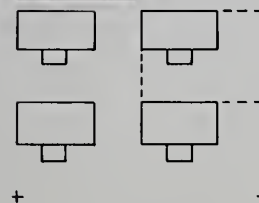
ANALYTICAL
9' x 9'

81 SQ. FT.
PER PERSON



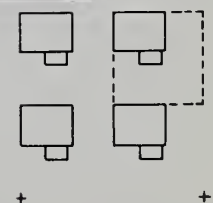
DRAFTING
9' x 9'

48 SQ. FT.
PER PERSON



CLERICAL
6' x 8'

36 SQ. FT.
PER PERSON



PART TIME AND
MINIMAL SPACE
6' x 6'

City Council – Space requirements:

	<i>Personnel</i>	<i>Each</i>	<i>Area</i>
Private and Semi-Private:			
President, City Council	1	378	378
Council members	8	270	2160
Private offices	2	180	360
	2	144	288
General:			
Executive secretarial	9	144	1296
Clerical	1	48	48
Non-departmental	1		
Auxiliary:			
Reception	1		576
Council Chamber			1980
public seating			1400
Council Chamber lobby			400
Committee room			756
Council members toilet			144
Document room	2		243
Expansion space			1530
Total personnel	27		
Subtotal space			11559
20% circulation factor			2312
Total departmental space			13871

The *Municipal Reference Library* is the proposed expansion of a present City Council Library to a facility that will serve all City officials and employees and also be available to the public for reference. It will house all publications of the City agencies, publications of other municipalities, and any literature required in the work of the departments.

Municipal Reference Library – Space requirements:

	<i>Personnel</i>	<i>Each</i>	<i>Area</i>
Private:			
Librarian, private office	1	270	270
General:			
Staff, work space	8	81	648
Clerical	2	48	96
Auxiliary:			
Reception	1		177
Work and rest room	2		310
Indexing and distributing	1		234
Reading, reference, and stack space			4163
Total personnel	15		
Subtotal space			5898
20% circulation factor			1180
Total departmental space			7078

As the City's chief executive officer the *Mayor* attracts to his department most of the policy questions of importance to the citizens. He is concerned not only with the coordination of the work of the City departments and the activation of numerous special committees and advisory groups but also with the City's relations with State and Federal government and with other centers of local power. He must receive distinguished guests and sponsor public celebrations. In his department will occur the encounters, negotiations, and directives of the greatest news interest in municipal affairs. Typical visitor traffic is 120, peak 240 daily.

Department of the Mayor — Space requirements:

	<i>Personnel</i>	<i>Each</i>	<i>Area</i>
Private and Semi-Private:			
Mayor's office	1		1820
Private offices	2	270	540
	4	180	720
	4	144	576
	1	108	108
General:			
Executive secretaries	4	144	576
Secretaries	2	72	144
Clerical	21	48	1008
Auxiliary:			
Reception	5		608
Mail			100
Supply and files			225
TV Studio			216
Switchboard	1		100
Total personnel	45		
Subtotal space			6741
20% circulation factor			1348
Total departmental space			8089

The *City Clerk* performs both legislative and executive duties. The department keeps all official records, including the records of all meetings of the City Council. Visitor traffic — typical 130, peak 700 daily. Note that routine visits will occur as part of Public Contact Office Space.

City Clerk Department — Space requirements:

	<i>Personnel</i>	<i>Each</i>	<i>Area</i>
Private and Semi-Private:			
City Clerk's office	1	378	378
Assistant City Clerk	1	270	270
General:			
Supervisor	1	81	81
Executive secretary	1	144	144
Secretary	1	72	72
Other	3	81	243
Clerical	5	48	240
Auxiliary:			
Reception			162
Files			383
Supply storage			150
Roller shelves			660
Microfilm room			300
Total personnel	13		
Subtotal space			3083
20% circulation factor			616
Total departmental space			3699

The *Administrative Services Department* compiles directives, reports, surveys, and studies in connection with municipal operations, and coordinates the activities of all departments, boards, and committees. It also organizes an annual Conference on Municipal Administration. Divisions of the department concern themselves with personnel, purchasing, and the budget. There is little contact with the public, typically 11 per day with a peak of 30.

Administrative Services Department – Space requirements:

	<i>Personnel</i>	<i>Each</i>	<i>Area</i>
Private and Semi-Private:			
Department Head	1	378	378
Deputy Department Head	1	270	270
Division Head	3	180	540
Deputy Division Head	3	144	432
Supervisors	7	108	756
Other	13	108	1404
General:			
Executive secretaries	5	144	720
Secretaries	13	81	1053
Clerical	6	48	288
Part-time	1	36	36
Auxiliary:			
Reception			312
Duplicating			180
Files			448
Sample room			100
Bid-opening room			180
Conference room			360
Supply storage			120
<hr/> Total personnel	53		
<hr/> Subtotal space			7577
20% circulation factor			1516
<hr/> Total departmental space			9093

The *Law Department* represents the City and Suffolk County in litigation, defends employees against certain actions, prosecutes certain criminal proceedings, does conveyancing for municipal departments, handles the legal work of tax title foreclosures, reviews all municipal contracts and bonds, and furnishes legal opinions to the Mayor, the City Council, the School Committee, and City and County officials. There are about 65 public visits per day.

Law Department – Space requirements:

	<i>Personnel</i>	<i>Each</i>	<i>Area</i>
Private and Semi-Private:			
Department Head	1	378	378
Deputy Department Head	2	270	540
Division Head	1	180	180
Deputy Division Head	2	144	288
Supervisory	8	108	864
Professional	26	144	3744
General:			
Supervisory	10	81	810
Executive secretary	1	144	144
Clerical	14	48	672
Auxiliary:			
Reception			120
Library			600
Files			622
Supply storage			50
Interview rooms			240
<hr/> Total personnel	65		
<hr/> Subtotal space			9252
20% circulation factor			1850
<hr/> Total departmental space			11102



PEMBERTON SQUARE FROM
THE END OF COURT STREET
BOSTON REDEVELOPMENT AUTHORITY



Additional information is given in connection with departments in the Heavy Public Traffic category in order that the competitor may properly relate the spaces required by the departments to the circulation of the public. This relationship is the dominant consideration for these departments.

The *Treasury Department* has custody of all municipal funds; it pays all bills and demands against the City, and its Collections Division collects and receives all taxes and other money payable to the City or the County of Suffolk.

The *Auditing Department* audits all receipts, expenditures, and disbursements, and publishes monthly exhibits of expenditures.

The *Boston Retirement Board and Credit Union* are separate organizations both serving City employees.

The *Assessing Department* assembles property data for the assessment of municipal taxation and also administers betterment and unpaid water taxes, motor vehicle excise taxes, poll taxes, and property abatements.

The *Election Department* maintains the registration of persons eligible to vote and is responsible for the conduct of elections and the certification of results. The department certifies jury lists, and much of the public traffic directed to the department is composed of prospective jurors who come there for examination.

The *Registry Division* records all births, deaths, and marriages, and issues certificates and licenses in connection therewith. Copies of all records are forwarded to the Secretary of the Commonwealth.

The *Weights and Measures Division* enforces State laws relating to weights and measures. All devices in commercial use must be tested annually and either sealed or condemned. Prepackaged commodities are reweighed or remeasured on the equipment in the Division's laboratory. This carrying of heavy or bulky items gives a special character to the Division's public traffic.

The *Licensing Board* issues licenses for most licensed commercial activities, including entertainment, amusement, victuallers', lodging houses, and the sale of alcoholic beverages. The Board is required by law to notify the public of all applications and for this purpose has a small bulletin

board room. The *Licensing Division* is part of the Department of the Mayor and has control of certain licenses for public entertainment.

The *Complaints Division* is part of the Administrative Services Department and is set up for the more effective routing of citizens' and taxpayers' complaints.

The following tabulation shows data taken from a previous chart on the magnitudes of visitor traffic to the Heavy Public Traffic departments and their special requirements for direct public contact.

Department	Visitors Per Day Typical — Peak	Clerical Stations	Reception Area	Length of Public Counter
Treasury	1800 — 2900			
Treasury Division			300	
Cashiers		6		36'
Collections Division			120	
Cashiers		6		36'
Clerks		23		138'
Auditing	35 — 50			
Boston Retirement Board and Credit Union	180 — 180		294	
Assessing	350 — 450		1074	
Election	400 — 2000		875	
Registry	700 — 1600		795	
Weights and Measures	300 — 350			
Licensing Board	160 — 550		360	
Licensing Division	20 — 50		90	
Complaints	15 — 20		126	
Public Contact Office Space				
Building Department		6		
City Clerk		4		
Health Department		3		
Parks and Recreation		2		
Public Works		6		
Unassigned		2		
Public Contact Office Subtotal		23		138'
Totals		58	4034	348'

Where the direct public contact requirements are expressed in terms of linear feet of counter frontage, it should be assumed that in most cases the clerks would be seated at desks placed at right angles to the counters in a work space between the inside of the counters and a row of file cabinets at the rear of the space. The total depth to accommodate counter, desks, and files would be 21 feet.

Obviously the allocation of public circulation space for this category, though not tabulated, should be commensurate with the volume of visitor traffic.

t. *Technical Provisions.*

The competitor should assume that it will not be necessary to generate steam within City Hall, and that steam will be purchased from a public utility. This steam may also be used for cooling. The building will have an air-conditioning system to provide summer comfort. Competitors are urged to seek engineering advice as to the amount and location of space required for this system, as well as for other usual mechanical equipment. Although no specific space requirements for mechanical equipment are stated in this Program, members of the Jury will be familiar with current practises and will look with suspicion at entries that fail to make realistic provision for equipment areas within the allowable overall area.

Competitors are also required to provide in their plans for adequate toilets for the combined use of employees and the public. It is not proposed to provide separate facilities for the two groups of users, and this Program does not specify the required areas.

Competitors are urged to adopt modular components in window spacing, structural bays, lighting and ventilating arrangements, floor ducts, partition dimensions, and ceiling heights, so that the inevitable future adjustments of occupancy can occur in an orderly and economical manner.

u. Design and Construction Standards.

Although the City is not bound by specific codes, it is clearly in its interest to adhere to the highest applicable standards for structural safety, safe egress, and complete fire protection.

v. Allowable Gross Area.

The total gross area of all floors shall not exceed 500,000 square feet. This area shall be measured from outer building lines and shall include basements, penthouses, and mechanical spaces. Covered but unenclosed outdoor spaces shall be counted at half their measured area.



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V REGISTRATION FORM

II CONDITIONS

a. Authority.

The Government Center Commission of the City of Boston, hereinafter referred to as the Commission, was created under the Acts of 1958, Chapter 624 as amended, and under this legislation has the power and duty to contract in the name and behalf of the City of Boston for the planning and construction of a new City Hall and the original equipping and furnishing thereof. The sum of \$20,000,000 has been appropriated for this purpose. With the approval of the Mayor of Boston, the Commission is conducting a competition looking toward selection of an architect for this project. It intends in this way to secure and to be guided by professional advice, but reserves to itself the right and responsibility for award of the contract for architectural services, subject to authorization by the Mayor.

b. Type of Competition.

As defined by the American Institute of Architects this competition is of Primary type — Class A-I, and is open and anonymous as hereinafter described. It will be conducted in two successive stages.

c. AIA Approval.

The final text of this program has been approved by the American Institute of Architects by letter to the Professional Adviser from the Secretary of the Institute dated September 29, 1961.

d. Professional Adviser.

The Commission has appointed Lawrence B. Anderson, professor in The Department of Architecture at the Massachusetts Institute of Technology, to prepare the Program and advise in the conduct of the competition. His address for all matters pertaining to the competition is:

c/o Government Center Commission of the City of Boston
1 Court Street
Boston 8, Massachusetts

e. Jury.

The Jury for the Preliminary Stage consists of:

- 1) Pietro Belluschi, FAIA, Boston
- 2) Harold D. Hodgkinson, Chairman of the Board,
Wm. Filene's Sons, Boston
- 3) Walter A. Netsch, AIA, Chicago
- 4) Ralph Rapson, AIA, Minneapolis
- 5) William W. Wurster, FAIA, San Francisco

The Jury for the Final Stage consists of the above five members to whom will be added:

- 6) O. Kelley Anderson, President, New England
Mutual Life Insurance Company, Boston
- 7) Sidney R. Rabb, Chairman of the Board, Stop and
Shop, Boston

f. Interpretation of Requirements.

No elements of this document are designated as "mandatory", but competitors are advised that every condition and requirement stated herein is mandatory, either exactly or approximately according to its context. For example the total allowable gross floor area is exactly mandatory, but the breakdowns of departmental area requirements are to be met only as closely as planning conditions permit.

g. Eligibility for Preliminary Stage.

Except as noted below participation in the Preliminary Stage is open to any architect resident in the United States who during the Preliminary Stage is licensed to practice architecture in any State thereof, provided that he files a completed Registration Form with the Professional Adviser on or before 11 December 1961.

A firm of architects, an association of such firm with consultants, or an association of designers grouped together expressly for participation in this competition, will be ad-

mitted to participation provided that no less than one person in such group is resident and licensed for architectural practice as above.

Members of the Jury, associates and employees of Jury members and of the Professional Adviser, and employees or relatives of the members of the Commission are excluded from the competition.

h. Eligibility for Final Stage.

Participation in the Final Stage is limited to the authors of the entries selected in the Preliminary Judgment to become finalists. The maximum number of such entries is eight.

i. Registration.

Every person or group intending to participate shall complete the Registration Form attached hereto, and detach and mail it to the Professional Adviser. Registration Forms received after 11 December 1961 will not be accepted.

Information submitted on the Registration Form will be used in the first instance to determine eligibility. When the Professional Adviser is unable to verify eligibility from this information he will notify the unqualified competitor in writing that he is ineligible and the decision of the Professional Adviser shall be final.

From the Registration Forms received the Professional Adviser will prepare a Register for his use in communicating with competitors.

No design will be accepted for Preliminary Judgment from any source except from members of the Register, but the Register shall remain confidential except as hereinafter provided.

Selected finalists will be required to submit additional information as directed by the Professional Adviser regarding their professional qualifications and ability to undertake the project.

j. Communications.

All communications requesting clarification of Program

or Conditions shall be addressed to the Professional Adviser, typewritten and without any identification of the sender. No such communications will be accepted after 18 December 1961 for the Preliminary Stage or after 5 March 1962 for the Final Stage.

A copy of questions received and answers thereto will be sent to all competitors at the earliest practicable date or dates. These and any other necessary communications from the Professional Adviser shall be considered modifications and extensions of this Program.

The Professional Adviser reserves the right to ignore questions whose answers would not in his opinion clarify the Program at the stage in which they are asked.

k. Anonymity.

Competitors are not allowed to communicate directly or indirectly with members of the Government Center Commission, the Jury, or the Professional Adviser, on matters pertaining to the competition, except as provided for in Paragraph j. above.

Proof of any such breach, as determined by the Professional Adviser, will result in disqualification. Each competitor in submitting an entry affirms that he has complied with all provisions to conceal the authorship of his entry and agrees that any deviation therefrom renders null and void any agreement resulting from the Judgments. The Commission for its part undertakes to conduct the competition in such a way that the members of the Commission, the Jury, and the Professional Adviser have no means of identifying the entries until the Jury decisions have been made. Unwrapping of entries will be performed by personnel other than the above. All entries shall be double-wrapped, so that the outer wrapping containing postmarks and return address may be destroyed. To the outside of the inner package the competitor shall attach a removable opaque sealed envelope, without any outer marking, containing the name of the competitor as it

appears on the Registration Form. Receiving personnel will assign numbers to these envelopes corresponding to numbers placed on the entries, and remove the envelopes to a confidential file before turning the entries over to the Professional Adviser for his examination.

l. Delivery of Entries.

Preliminary entries shall be in one flat package for each entry, Final entries in not more than two packages per entry. All packages shall be double-wrapped, identified as provided in Paragraph k. above, and protected adequately for shipment. They shall be sent prepaid to the Professional Adviser, as indicated below.

To make working time equal for competitors in different geographic areas, a deadline is set for completion six days in advance of the beginning of the Judgments. Entries must be despatched or delivered before the deadline, and no entries despatched by carrier will be accepted after the beginning of a Judgment. The arrival of packages in Boston in good condition is the responsibility of the competitor.

Entries may be sent via Air Express Division, Railway Express Agency Inc., via the U. S. Postal Service, by Air Mail Parcel Post, or be delivered by hand. The following procedure is recommended to competitors outside Boston: make arrangements with nearest Railway Express Agency office; at time of despatch obtain from Railway Express Agency an extra copy of the Air Express receipt and have it stamped with the hour and date; send this by registered air mail to the Professional Adviser as proof of completion before the deadline; despatch the entry to the Professional Adviser, City Hall Competition, Hold at Logan Airport, Boston, Mass. The Professional Adviser will instruct Railway Express Agency where such entries shall be delivered for Judgment.

Competitors who plan to ship via U. S. Postal Service are advised that Preliminary entries may be so sent but that Final entries will exceed air mail parcel post dimensional

allowances. Competitors using this service shall obtain a Certificate of Mailing (form 3817), have the despatching clerk put his cancellation stamp on the certificate, indicating the exact time of despatch, and forward the certificate by registered air mail to the Professional Adviser. Such entries shall be addressed to the Professional Adviser, City Hall Competition, Government Center Commission, 1 Court Street, Boston 8, Mass.

Entries delivered by hand shall be brought to the Commission's offices on the sixth floor at 1 Court Street, Boston 8, Mass. before the deadline hour and date.

m. Jury Decision.

The Commission agrees that the decision of the Jury will be final in respect to the selection of finalists in the Preliminary Judgment and in respect to the selection of the winning design in the Final Judgment. These decisions shall be binding on all competitors.

n. Preliminary Judgment.

Following delivery of the numbered drawings to the Professional Adviser, he shall examine them to determine whether they comply with the requirements of the Program, reporting to the Jury any instances of noncompliance. The Jury, having satisfied itself as to the accuracy of such report, shall then disqualify from further consideration any entry failing to comply with the requirements. The Jury shall make a thorough study of the Program including any modifications and extensions thereof previously issued to competitors, and shall then study thoroughly all qualified entries. The Professional Adviser shall take part in the deliberations of the Jury as adviser only, but may not vote.

Having selected by discussion and majority vote not more than eight entries which appear to be the most meritorious among all entries submitted, the Jury shall notify the Professional Adviser in writing giving the numbers of the selected finalists.

The Professional Adviser in the presence of the Jury shall then cause to be opened the envelopes corresponding to these numbers, and announce the names and addresses of the finalists to the Jury. The envelopes shall be opened in such a way that neither the Jury nor the Professional Adviser shall be able to associate the name of a finalist with a particular design.

o. Final Judgment.

Final entries shall be received, unwrapped, numbered, and the Professional Adviser shall examine them for compliance with the requirements as in the Preliminary Judgment.

Having thoroughly considered all entries and having by discussion and majority vote selected one of the entries as being superior to all others submitted, the Jury shall notify the Professional Adviser in writing giving the number of the entry so selected. No order of merit among the other finalists shall be indicated. The Professional Adviser in the presence of the Jury and one or more members of the Commission, shall then open the envelope corresponding to the number on the winning entry, and announce the name and address of the winning competitor. The remaining final entries shall then be identified by opening the remaining envelopes.

p. Jury Reports.

Before terminating the Preliminary Judgment the Jury shall prepare and submit to the Professional Adviser a written report summarizing its findings with emphasis on its criteria for judging excellence among the entries. This report shall not be published during the Final Stages.

The Professional Adviser with the assistance of the Jury, may prepare a communication to be sent to the selected finalists, incorporating extensions of the Program, criticisms of the Preliminary entries, and/or suggestions for development of Final entries.

Before terminating the Final Judgment the Jury shall

prepare and submit to the Professional Adviser a written report summarizing its findings and including a detailed critique of each Final entry as related to the Jury's criteria for judgment. A copy of this report shall be sent to all competitors and may be released to the press.

q. Notification.

Immediately following the opening of the envelopes at the Preliminary Judgment, the Professional Adviser shall, by telephone or telegram, notify the finalists of their eligibility to compete in the Final Stage. He shall then make public the list of finalists and send the list to each competitor by ordinary mail or by air mail according to distance.

Immediately following the opening of envelopes at the Final Judgment, the Professional Adviser shall notify by telephone the author of the winning design and shall inform the other finalists by telegram. He shall then make public the name of the winner and inform the Preliminary competitors by mail or air mail.

r. Prize Awards.

No prize awards will be made at the Preliminary Judgment. Each finalist who submits a Final entry shall receive within ten days following the termination of the Final Judgment a stipend of \$5,000. The author of the winning entry shall receive within ten days following the termination of the Final Judgment the additional sum of \$5,000.

s. Contract Award.

Each finalist in submitting his Final entry undertakes thereby the obligation to accept, should he be selected for the award, a contract on the terms stated in these Conditions.

The entire payment of \$10,000 made by the City of Boston to the winning competitor shall be taken to be an advance payment on his fee for architectural and engineering services should the Commission award him the contract. If for any reason such a contract is not executed the payment of \$10,000 shall be accepted as payment in full for his services

in preparing the winning entry.

The Commission undertakes that within 60 days following the Final Judgment it will either release the winning competitor from his obligation or will enter into an agreement with him to execute the contract for architectural and engineering services.

Because of the magnitude of the project and the intention that it be pursued vigorously the winning competitor if selected by the Commission for the award shall furnish when requested such evidence as may be required, in addition to that described in Paragraph i., with regard to his experience, his staff, and his proposed consultants. If the Commission, in consultation with the Jury and the Professional Adviser, considers these qualifications inadequate such winner will then be required to associate himself with an architectural firm selected by him in consultation with the Jury and the Professional Adviser and acceptable to the Commission.

If such winning competitor is not licensed for architectural practice in Massachusetts, he shall become so licensed as soon as possible. If he cannot become so licensed he will be required to associate himself with an architect licensed to practice in Massachusetts selected by him in consultation with the Jury and the Professional Adviser and acceptable to the Commission.

The aggregate fee for architectural and engineering services shall not be increased as a result of such associations.

Neither association shall be construed as intended to supplant such winning competitor as the author of the winning design and the director of its further development.

t. Agreement for Architectural and Engineering Services.

The form of architectural contract to be entered into shall be based upon the contract ordinarily used by the City of Boston for architectural and engineering services, and substantially in the form and on the terms that follow, with the express understanding that the City of Boston acting

through the Commission reserves the right to determine the sums to be set forth in Articles 4, 5, 6, and 8 of the contract prior to its execution:

THIS AGREEMENT made this _____ day of _____, 19____, by and between the City of Boston, hereinafter designated the "City", acting by the Government Center Commission of the City of Boston, hereinafter designated the "Official", and _____ with local offices at Boston, Massachusetts, hereinafter designated the Architect.

WITNESSETH THAT, Whereas the City, acting by the Official intends to erect a new CITY HALL in the Government Center of the City of Boston.

NOW, THEREFORE, the City and the Architect, in consideration of the mutual agreements herein contained, agree with each other as follows:

ARTICLE 1. *Information to be Furnished by City.* Upon the written request of the Architect, the City shall, so far as the work under this contract may require, furnish a complete and accurate survey of the site giving the grades and lines of streets and adjoining properties, and the rights, restrictions, easements, boundaries and contours of the site, test borings or pits and chemical, mechanical and other tests, and full information as to sewer, water, gas and electric services.

ARTICLE 2. *Preliminary Studies.* The Architect shall, as a basis for consultation with the Official, prepare and present to the Official, in either graphic or written form, suggestions and recommendations with respect to the basic ideas of the new CITY HALL, and, thereupon, shall consult with the Official in regard to such basic ideas and shall draft, until satisfactory to the Official, as evidenced by the Official's approval endorsed thereon in writing, graphic or written preliminary studies determining in a general way the basic ideas of the new CITY HALL.

ARTICLE 3. *Basic Drawings and Outline Specifications.* The Architect shall, upon the basis of such approved preliminary studies, make and submit to the Official not later than _____ weeks thereafter basic drawings of the new CITY HALL, showing the arrangement, design and construction and the general disposition of the principal features of the new CITY HALL. These basic drawings shall be developed with plans, elevations and sections sufficient to fix and illustrate the size and character of the new CITY HALL in all of its essential basic particulars. These basic drawings shall be accompanied by basic outline specifications embodying recommended materials, type of heating, lighting, sewer, water and electric lines and facilities, and plumbing work, if any, or other special features of the new CITY HALL.

The Architect shall redraw and revise the basic drawings and outline specifications until they are satisfactory to the Official as evidenced by the Official's approval endorsed thereon in writing. In connection with the basic drawings and outline specifications, the Architect shall render full architectural services, including and without

limiting the generality of the foregoing, pertinent structural, plumbing, heating, ventilating, sanitary and electrical engineering services.

ARTICLE 4. *Payment for Preliminary Studies and Basic Drawings and Outline Specifications.* Upon the written approval by the Official of the basic drawings and outline specifications, the City shall pay the Architect, in addition to any sum which may be payable to him under Article 12, thirty-five per cent (35%) of the estimated basic fee, which sum or sums shall be in full for all work done and all services rendered by the Architect under this contract prior to the written approval by the Official of the basic drawings and outline specifications.

ARTICLE 5. *Working Drawings and Detailed Specifications.* The Architect shall, upon the basis of such approved basic drawings and outline specifications, make and redraw and revise until they are satisfactory to the Official, as evidenced by the Official's approval endorsed thereon in writing, one complete set of working drawings and detailed specifications and such drawings of full size or large scale as are necessary or desirable in the opinion of the Official to explain said working drawings and detailed specifications. In connection with the working drawings and detailed specifications, the Architect shall render full architectural services, including and without limiting the generality of the foregoing, pertinent structural, plumbing, heating, ventilating, sanitary and electrical engineering services. Said working drawings and detailed specifications shall conform to all applicable provisions of municipal, state and federal law and to all regulations of public agencies, shall accord with established methods of construction, and shall be in such form that bids can be received from general contractors and subcontractors and that the lowest eligible responsible bid by a general contractor for the complete construction of the new CITY HALL shall not exceed the sum of _____ Dollars. Said working drawings shall be thoroughly dimensioned and shall include, so far as the work under this contract may require, a site plan, a foundation plan and building plans.

The site plan shall be developed from the survey furnished by the City and shall show the following:

Location of structure(s) on the site.

All building or zoning lines or other restrictions.

Connections to existing utilities.

Normal outside drainage for land and structure(s), and its disposal.

Driveways, walks, and other general site improvements.

Normal grading or re-grading at the structure(s).

All existing foundations or other obstructions.

All other physical characteristics of the site which may affect the work.

The foundation plans shall show all footings, caissons, piling, drainage, pits and the like occurring below the basements on lowest floor levels.

The building plans shall include:

Floor plans at a scale of not less than 1/8" to one foot except key drawings may be at lesser scale.

Overall elevations at a scale of not less than $\frac{1}{8}$ " to one foot except key drawings may be at lesser scale.

Sections through the structure(s) and sections through stairways (particularly those of a special nature) at a scale of not less than $\frac{1}{8}$ " to one foot. Such additional sections as are needed to clearly illustrate the intent, at a scale of not less than $\frac{1}{4}$ " to one foot.

Roof plan or plans showing drainage outlets, pitches of roof, chimneys, vent housing, etc.

Framing plans showing all structural members, well holes and other information to illustrate clearly structural requirements; also all beam, slab, column and lintel schedules.

All floor plans and necessary cross sections showing all plumbing, heating, mechanical, electrical, and sanitary equipment and the relationship between architectural and engineering construction. These drawings shall show all piping and conduit arrangements and diagrams with location to all fixtures shown.

All necessary detail drawings at suitable scale to illustrate adequately special equipment or features and all special architectural or engineering features.

Schedules showing all windows, doors, finishes of rooms, corridors, stairs, etc., including detail sections of windows, doors and similar basic elements of the structure(s).

Such drawings as may be necessary to illustrate clearly any special decorative work with details at not less than $\frac{3}{4}$ " to one foot. Schedules of interior finishes showing clearly the location of the respective kinds of materials referred to in the specifications.

The detailed specifications shall describe the materials, methods and workmanship. The detailed specifications shall be in appropriate sections and shall contain for each section of the work a detailed description of all materials and the exact manner of assembling them. The Architect, without cost to the City other than the payment provided for in Article 6, shall furnish the Official with five complete blueprint sets of the approved working drawings and loan the Official all approved working drawings so that the Official may make additional blueprints therefrom. The Architect shall, also, without cost to the City other than the payment provided for in Article 6, furnish the Official with one complete typewritten set of the approved detailed specifications in stencil or other form suitable for reproduction, and, in addition, with five complete sets of said specifications.

ARTICLE 6. *Payment for Working Drawings and Detailed Specifications.* Upon the written approval by the Official of the working drawings and detailed specifications, the City shall pay the Architect, in addition to any sum which may be payable to him under Article

12, thirty-five per cent (35%) of the estimated basic fee, which sum or sums shall be in full for all work done and all services rendered by the Architect under this contract from the Official's written approval of the basic drawings and outline specifications to the Official's written approval of the working drawings and detailed specifications.

ARTICLE 7. *Assistance with Construction Contract.* Upon the written approval by the Official of the working drawings and detailed specifications, the Architect, without cost to the City other than the payment provided for in Article 6, shall prepare an Invitation for Bids form, a Proposal form, and a Contract form (said documents to be subject to the written approval of the Official and to be drafted in collaboration with the Corporation Counsel of the City) and assist in the tabulation of all bids; and also without cost to the City other than the payment provided for in Article 6, shall make, on forms signed by the Official, application for building permits to the Building Commissioner of the City of Boston and furnish said Official with all blueprints and all affidavits (including, without limiting the generality of the foregoing, all affidavits of structural engineers) that may be required by said Building Commissioner, and also prepare for the signature of the Official and file all other applications required by municipal, state and federal agencies.

ARTICLE 8. *Redrafting and Altering of Working Drawings and Detailed Specifications.* Without cost to the City other than the payment provided for in Articles 4 and 6, the Architect shall redraw or alter all drawings and specifications if the lowest eligible and responsible bid for the construction of the new CITY HALL exceeds the sum of Dollars, unless additional work is ordered by the Official after the written approval of the basic drawings and outline specifications or unless a contract for construction is executed in a sum in excess of Dollars.

ARTICLE 9. *Supervision of Construction.* If construction of the new CITY HALL is commenced within three (3) years after the written approval by the Official of the working drawings and detailed specifications, the Architect shall render full architectural and engineering services in connection therewith and shall fully supervise the construction of the new CITY HALL and will to the best of his ability safeguard the City against defects and deficiencies in the performance and execution of the work by the contractor or contractors. Without limiting the generality of the foregoing, the Architect shall, as a part of said architectural and engineering services and supervision, render the following services:

- (a) The Architect shall prepare all necessary supplementary details, check shop drawings, review and approve materials and methods, and check, report on, and make the necessary details for, changes in the work proposed by the contractor or contractors.
- (b) The Architect shall visit the site at such times as the progress of the construction requires to see that the work is being performed by the contractor or contractors in accordance with the working drawings and detailed specifications.

- (c) The Architect shall assist by revised drawings or otherwise in reducing the cost of the new CITY HALL by the use of existing material or equipment suitable for the work involved and shall obtain suitable credit for the City from the general contractor or subcontractor for the use thereof.
- (d) The Architect shall consult with the Official concerning changes, if any, during the progress of the construction and shall order such changes when directed in writing by the Official so to do.
- (e) The Architect shall submit to the Official, in a form satisfactory to the Official, weekly reports as to the progress of the construction.
- (f) The Architect shall seasonably sign and submit to the Official, in a form satisfactory to the Official, such certificates of progress as the Official may require to enable the Official to make progress payments to the contractor or contractors.
- (g) Upon the written request of the Official, the Architect shall decide any and all disputes between the City and the construction contractor or contractors as to the true interpretation and meaning of the drawings and specifications prepared by the Architect.
- (h) Upon the conclusion of the work under the construction contract or contracts, the Architect shall furnish the Official with one complete reproducible set of working drawings and one complete set of detailed specifications, both of which shall have been corrected by the Architect to embody all changes made during the progress of the construction and which shall become and remain the property of the City.

The supervision required by the Architect under this article shall not include such continuous personal superintendence as is usually performed by a clerk-of-the-works; and nothing in this article shall require the Architect to test materials used by the contractor or contractors in the construction of the project.

ARTICLE 10. *Payment for Supervision.* Upon the completion of the construction and the acceptance of the new CITY HALL by the Official, the City shall pay the Architect as full and final compensation for the services and supervision described in Article 9, a supervision fee which shall be in the amount by which the basic fee, as hereinafter defined, exceeds the sum of previous payments under Articles 4 and 6. The basic fee shall be five and one-half per cent (5.5%) of the construction cost which term, as used in this article, shall be interpreted as meaning the total cost of the construction, excluding any increase in that cost attributable to changes for which the Architect is compensated under Article 12, and excluding also the salary of the clerk-of-the-works, any other reimbursements under Article 12 and architects' and engineers' fees if any are employed on the construction. In computing the construction cost, no deduction shall be made if the City varies the amount of any construction contract by accepting a credit for the omission or modification of any work covered by it and no deduction shall be made on account

of any penalty or liquidated damages assessed against and withheld from the payments due to the general contractor. If labor is furnished below the established minimum rate in Massachusetts or if labor or materials are supplied below the standard list price for materials, the construction cost shall be computed upon the basis of such established rate and standard list price.

ARTICLE 11. *Advance Payments on Account of Supervision Fee.* While the Architect is rendering the services and supervision described in Article 9, the Architect shall at his request be paid on account of the supervision fee described in Article 9 at the time of each progress payment made by the City to the contractor or contractors an amount equal to one per cent (1%) of such progress payment. No payment shall be made under this Article in excess of the supervision fee; and every payment made under this Article shall be on account, and in reduction of the supervision fee.

ARTICLE 12. *Supplementary Services by the Architect.* The Architect shall render as hereinafter in this article provided the following supplementary services for which the City shall pay the extra compensation hereinafter in this article specified. Extra compensation accruing under this article prior to the written approval by the Official of the basic drawings and outline specifications shall be payable at the same time as the payment provided for in Article 4. Extra compensation accruing under this article from the time of the written approval by the Official of the basic drawings and outline specifications to the time of the written approval by the Official of the working drawings and detailed specifications shall be payable at the same time as the payment provided for in Article 6. Extra compensation accruing under this article for a clerk-of-the-works shall be payable upon submission to the Official of his time sheets certified by the Architect. Other extra compensation accruing under this article after the written approval by the Official of the working drawings and detailed specifications shall be payable at the same time as the supervision fee provided for in Article 10.

(a) *Survey.* If the City fails to furnish the survey and information required by Article 1 or if the survey or information furnished by the City thereunder is deficient, the Architect shall himself ascertain the missing information, and shall, upon submission to the Official of vouchers certified by him, be reimbursed by the City for the reasonable expenses incurred by him in ascertaining such information.

(b) *Clerk-of-the-Works.* Upon the written request of the Official, the Architect shall employ a competent clerk-of-the-works who shall work under the direction of the Architect and shall give constant supervision to all construction work but shall not make any decision relating to arrangement, design or construction. If a clerk-of-the-works is employed pursuant to this article, the City shall, upon submission to the Official of his time sheets certified by the Architect, pay the Architect the amount paid by the Architect for the services of such clerk-of-the-works but in no event to exceed Dollars per day.

(c) *Changes.* If, after the written approval by the Official of the

basic drawings and outline specifications, the Official makes any change which is not fundamental but which necessitates the redrawing of the basic drawings or the working drawings, the City shall upon submission to the Official of employees' time sheets certified by the Architect pay the Architect for such redrawing and for his personnel and overhead expenses and architectural and engineering services relating thereto two times the total amount of the Architect's payroll costs in connection therewith. The Architect shall not be paid for any time spent by him personally in connection with such redrawing; nor shall the Architect be paid for redrawing either the outline specifications or the detailed specifications or both. Any controversy as to whether a change is fundamental shall not be submitted to arbitration under Article 16, but shall be finally determined by the Official.

(d) *Contingencies.* If the contractor becomes bankrupt or insolvent or the new CITY HALL or any part thereof is damaged by fire, windstorm or other casualty and additional architects' or engineers' services are as a result required, the City shall, upon the submission to the Official of the employees' time sheets certified by the Architect, pay the Architect in full for such additional services two times the total amount of the payroll costs in connection therewith.

ARTICLE 13. *Time and Order of the Architect's Services.* The Architect shall do the things, and render the services, to be done and rendered by it under this contract, in such sequence and at such times as to insure the prompt and continuous prosecution of the services of the Architect and shall in any event submit to the Official not later than weeks from the date of the execution of this contract the working drawings and detailed specifications complete and ready for inviting bids.

ARTICLE 14. *Bonds.* Simultaneously with the execution of this contract and before the same shall be binding upon the parties hereto, the Architect shall furnish a bond, with sureties satisfactory to the City in the sum of One Thousand (\$1,000.00) Dollars, which shall be executed by a surety company authorized to do business in the Commonwealth of Massachusetts and shall be conditioned upon the full and faithful performance of all the terms, conditions and provisions of this contract on the part of the Architect to be performed and observed.

ARTICLE 15. *Discontinuance of Service.* The Official may at any time discontinue the services of the Architect by notifying the Architect in writing to such effect. If, prior to the completion of the services to be performed by the Architect under this agreement, his services are so discontinued through no fault or neglect on his part, the following sums paid to the Architect in addition to any sums that shall have accrued to the Architect under Article 12, shall completely discharge the City under this contract:

If the discontinuance occurs prior to the written approval by the Official of the basic drawings and outline specifications, the City shall pay the Architect such proportion of 35% of the estimated basic fee as the services actually performed by the Architect up to the date of the discontinuance bear to the total services

involved in making the preliminary studies and the basic drawings and outline specifications to the reasonable satisfaction of the Official.

If the discontinuance occurs simultaneously with the written approval by the Official of the basic drawings and outline specifications, the City shall pay the Architect the percentage of the estimated basic fee provided for by Article 4.

If the discontinuance occurs after written approval by the Official of the basic drawings and outline specifications but prior to the written approval by the Official of the working drawings and detailed specifications, the City shall pay the Architect in addition to payments under Article 4 such proportion of 35% of the estimated basic fee as the services actually performed by the Architect up to the time of the discontinuance bear to the total services involved in making the working drawings and detailed specifications to the reasonable satisfaction of the Official.

If the discontinuance occurs simultaneously with the written approval of the Official of the working drawings and detailed specifications, the City shall pay the Architect the percentage of the estimated basic fee provided for by Article 6.

If the discontinuance occurs while the Architect is rendering the services and supervision described in Article 9, the City shall pay the Architect such proportion of the supervision fee (as estimated or determined at the time of the discontinuance) as the services and supervision actually rendered by the Architect under Article 9 bear to the total services and supervision which at the time of the discontinuance it is estimated or determined the Architect would render under Article 9 for such fee.

If the services of the Architect are discontinued by the Official because of fault or neglect on the part of the Architect the Architect shall not be entitled to any sum (except such as may, prior to the discontinuance, have become due and payable to him under Articles 4, 6, 10, 11 and 12), and shall be answerable to the City for all damages suffered by the City by reason of such fault or neglect.

ARTICLE 16. *Arbitration.* Any and all controversies arising under this contract shall be submitted to a board of arbitration, one member of which shall be named by the Official, one by the Architect, and a third by the aforesaid other two members. The decision of such board shall be final and conclusive upon the parties to this contract. The provision of General Laws (Ter. Ed.) c. 251, ss. 14-22, inclusive, shall apply to and govern the arbitration of any controversy which is submitted to the board of arbitration.

ARTICLE 17. *Assignability.* Neither the City nor the Architect shall assign or transfer their respective interests in this contract without the written consent of the other.

ARTICLE 18. In consideration of the execution of this contract by the City, the Architect agrees that simultaneously with the acceptance of what the City tenders as the final payment by it under this contract, the Architect will execute and deliver to the City an instrument under seal releasing and forever discharging the City of and from any

and all claims, demands and liabilities whatsoever of every name and nature, both at law and in equity, arising from, growing out of, or in any way connected with this contract, save only such claims, demands and liabilities as are expressly excepted in said instrument.

ARTICLE 19. *Miscellaneous.* Without the written approval of the Official, the Architect shall not order or authorize the contractor or contractors to make any variation in the work specified in the construction contract or contracts or to do any extra work.

No rules of any society or any custom of architects shall be binding on the part of the City.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the day and year first above written.

CITY OF BOSTON

Contract and Bond
Approved as to form: By
Corporation Counsel
Approved: By
Mayor By
Title
Architect

MEETING OF BOARD OF DIRECTORS

At a meeting of the Directors of the 19.....
duly called and held at
on the day of 19.....
at which a quorum was present and acting, it was

VOTED, That
the of this corporation is hereby
authorized and empowered to make, enter into, sign, seal and deliver,
in behalf of this corporation a contract for

with the City of Boston, and a performance bond in connection with
such contract.

I do hereby certify that the above is a true and correct copy of the
record, that said vote has not been amended or repealed and is in full
force and effect as of this date, and that

is the duly elected
of this corporation.

Attest:
Clerk or Secretary of the
Corporation

Affix
Corporate
Seal

B O N D

KNOW ALL MEN BY THESE PRESENTS:

THAT we,
..... with local
offices at
Massachusetts, (hereinafter called the "Principal"), as Principal, and
the
a corporation duly organized and existing under the laws of
..... and having an usual place of business
in Boston, as surety, are held and firmly bound unto the CITY OF
BOSTON, Boston, Massachusetts, (hereinafter called the "Obligee")
in the penal sum of ONE THOUSAND DOLLARS (\$1,000.00)
(which sum is hereby agreed to be the maximum liability hereunder),
lawful money of the United States of America, well and truly to be
paid, and for the payment of which we and each of us hereby bind
ourselves, our heirs, executors, administrators, successors and assigns,
jointly and severally, firmly by these presents.

THAT said Principal has entered into the annexed contract with
the said Obligee, wherein said Principal agrees to render architectural
and engineering services in connection with construction of a new
CITY HALL in the Government Center of the City of Boston,
Massachusetts.

NOW, THEREFORE, THE CONDITION OF THE ABOVE
OBLIGATION IS SUCH, That if the above-bounden Principal shall
fully and faithfully perform all the terms, conditions and provisions
of said contract on the part of the Principal to be performed and
observed and shall faithfully furnish and do everything therein re-
quired of said Principal, and shall also pay for all labor performed
or furnished, and for all materials used, in carrying out said contract,
then this obligation shall be null and void; otherwise, it shall be and
remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto
set their hands and affixed their seals at Boston, Massachusetts, this
..... day of, 19.....

By
Principal
By
Title
.....
Bonding Company
By
Attorney-in-Fact

u. Exhibition and Publication.

No entries submitted in either stage shall be exhibited or published until the results of the Final Judgment have been announced. The Commission reserves the right subsequently to exhibit and publish such entries as it may elect from either the Preliminary or the Final Stage. Every reasonable effort will be made to ensure that all authors are given full credit for their designs so exhibited or published, but the Commission cannot be responsible for the failure of the press or others to give proper credit.

v. Return of Entries.

All entries submitted in the Preliminary Stage shall be retained in storage and will be seen by no one between Judgments. Competitors should retain copies of Preliminary entries so that if selected as finalists they will be prepared for continued study.

Promptly following termination of the Final Judgment, the Professional Adviser shall return all Preliminary entries to the competitors, except for such entries as have been selected for exhibition and/or publication, which shall be returned within twelve months.

w. Ownership.

The Preliminary and the Final entries of all finalists shall become the property of the City of Boston.

The winning competitor, if selected by the Commission for the award, acknowledges the right of the City to carry out his design, if necessary through his personal representatives, successors, or assigns, without additional expense to the City beyond the terms of the contract.

III SCHEDULE

Program available, registration opens 16 October 1961
Registration closes 11 December 1961

Last date for receipt of questions,
Preliminary stage 18 December 1961
Preliminary Entries despatched or delivered
before 5:00 P.M. on 17 January 1962
Preliminary Judgment begins 23 January 1962
Finalists notified on or about 25 January 1962
Last date for receipt of questions,
Final stage 5 March 1962
Final Entries despatched or delivered
before 5:00 P.M. on 25 April 1962
Final Judgment begins 2 May 1962
Winner notified on or about 4 May 1962

IV FORM OF ENTRIES

a. General.

It is the desire of the Commission to encourage the participation of large numbers of competitors. To this end the form of Preliminary entries is intended to be simple and diagrammatic. Fuller development of details and presentation is reserved for the Final entries.

Competitors shall provide all the stated documents and at the required scales and sizes. No other presentation material is permitted.

b. Surroundings.

Presentation shall be arranged to show as clearly and fully as possible the relationship between the design for City Hall and the surrounding elements of Government Center as described in the Program. Buildings and other features at the edges of the open spaces shall be shown in outline on the plans, sections, and elevations. Floor plans at or near ground levels shall show external features as well as internal ones.

Ground levels in elevations and sections shall be shown beyond limits of City Hall.

c. Media.

All drawings shall be on stiff white boards, 20" x 30" for the Preliminary entries and 30" x 40" for the Final entries. No color is permitted but any non-smudging black, gray, or white medium may be used. Printed reproductions of drawings, tones, lettering, or typescript may be mounted upon the boards. All explanatory notes and diagrams shall be placed on the boards.

Plans shall be oriented on sheets with north toward the top to conform with orientation of maps in the Program, regardless of the direction of main entrance. Boards may be composed either vertically or horizontally as convenient.

Borders and general titles shall not be used, but each drawing shall be identified. Areas within the plans shall be identified so as to include as far as practicable all of the spaces whose areas are listed in the Program.

d. Preliminary Entries.

Drawings:

- Site Plan at one inch = 100 feet
- Floor Plans, all levels 1/32" scale
- Sections as necessary to explain the design,
at 1/32" scale
- All Elevations, at 1/32" scale
- One Exterior Perspective, showing City Hall in
its surroundings from street level.

Notes (lettered or mounted on boards):

- List of departments with areas actually provided for each department in the plans.
- Tabulation with diagrams, of gross area per floor and total gross area.
- Brief indications as to structure and principal materials intended.

e. Final Entries.

Drawings:

- Site Plan showing ground treatment and
most significant nearby buildings, at 1/32" scale
- Floor Plans, 3 selected levels, at 1/16" scale
- all other levels, at 1/32" scale
- Sections as necessary to explain the design,
at 1/16" scale
- All Elevations, at 1/16" scale
- Rendered detail of Elevation, at 3/4" scale
- 2 Exterior Perspectives, showing City Hall in its
surroundings from street level.
- 1 Interior Perspective in Council Chamber.
- 1 Interior Perspective of some other major space.

Notes:

As required for Preliminary Entry.

Model:

Model of City Hall and surrounding open spaces, at 1/32" scale

Models submitted by finalists will be placed during Judgment in a model showing surrounding buildings to be made available to the Jury by the Commission. Finalists will be provided with a template defining the joint between finalists' models and the Jury model.

V REGISTRATION FORM

to be filled in, detached, and mailed to the Professional Adviser so as to be received not later than 11 December 1961.

The undersigned hereby requests to be placed on the Competition Register, and affirms an intention to become a competitor according to the terms in the Program and Conditions.

- a. The authorship of entries submitted by this competitor shall be credited as follows:

.....
.....
.....
.....
.....

Address for all mailing

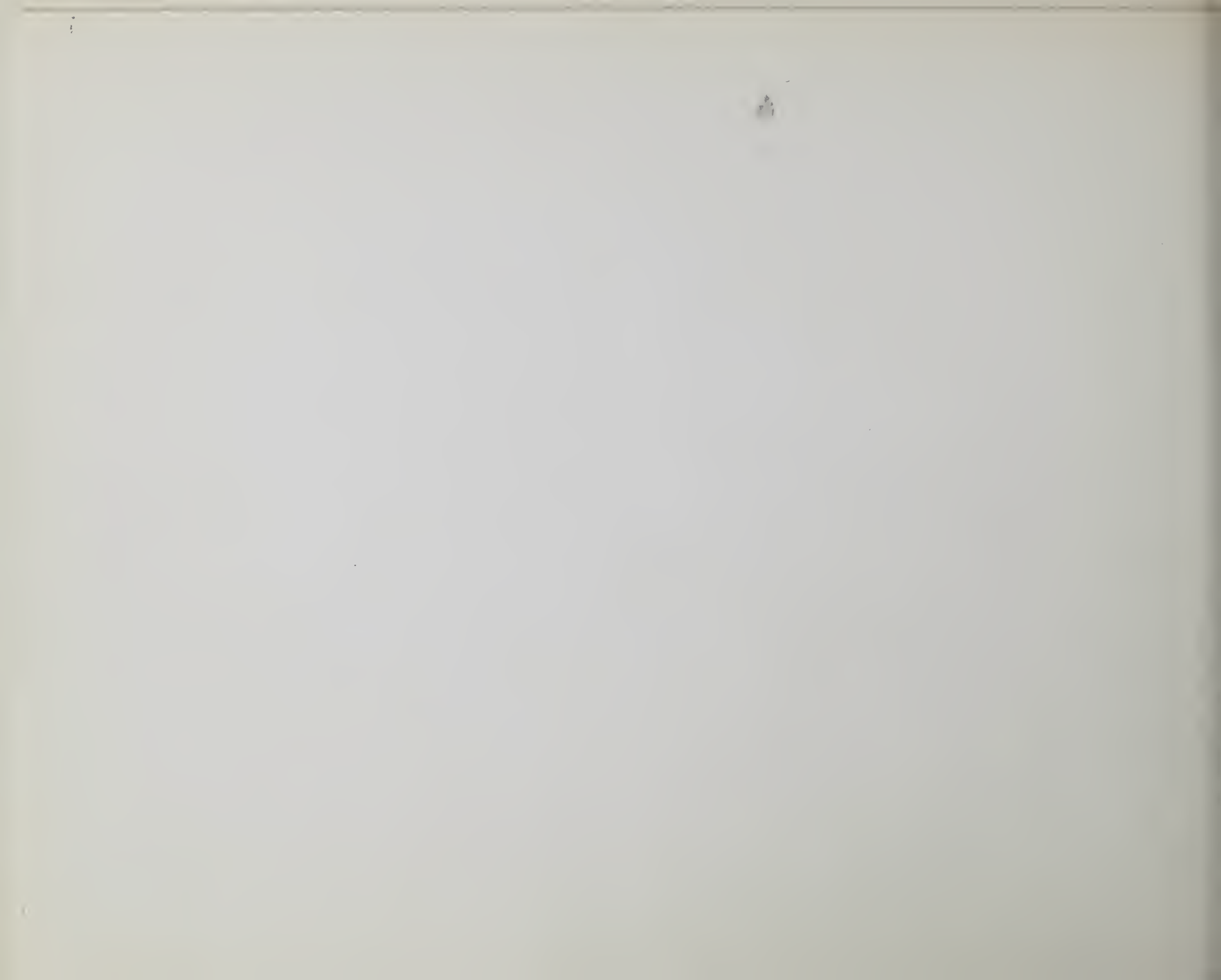
.....
.....
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- b. The individuals concerned in this authorship are listed as follows:

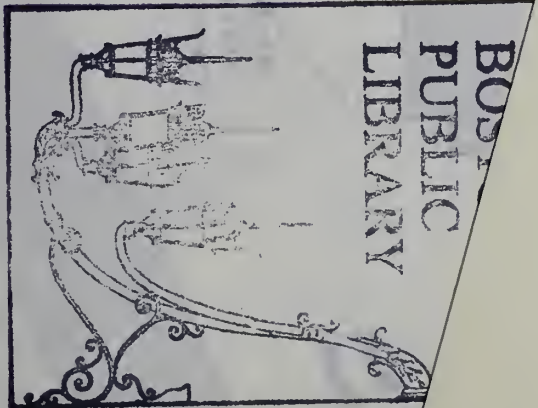
	NAME (TYPED)	SIGNATURE	NUMBER AND STATE OF ARCHITECTURAL REGISTRATION
1.
2.
3.
4.
5.

- c. The name and address of the Secretary of the State Board of Registration of Architects who can verify my (our) registration is the following:

.....
.....
.....



BRA
2362
map





SITE PLAN
1" = 100'





